

Learning Support Instructors*

* *These are local hire positions. Applicants must currently live in Japan.*

Base:

K. International School Tokyo – Elementary School

Curriculum:

IB Primary Years Programme (PYP)

Grade/s:

Early childhood/Lower Elementary/Upper Elementary (3- to 10- year olds)

Period:

August 2026 – June/July 2027 (Possible annual renewal depending on appraised work performance and school needs)

Overview:

- Support students in developing their academic skills in readiness for higher level curricular programs.
- Provide support in the planning and implementation of educational programs for students, and in the assessment of and reporting on student progress and achievement.
- Assist in organizing the learning environment and support systems necessary to promote effective student learning and personal development.
- Contribute collaboratively to maintaining smooth classroom operations by assisting with various administrative tasks.
- Work with students individually or in small groups to support skill development and conceptual understanding.
- Supervise students registered for after-care services and/or supporting students during the after-school homework support program.
- Lead the instruction of students during before-school academic support classes and the annual summer programs.
- Assess the English language level of prospective students.
- Assist with the planning and organization of class/grade and annual school events.
- Perform general student supervisory duties and other general duties as requested.

Notes:

- Advanced proficiency in English required.
 - University degree required.
 - ESL/TEFL/TESOL certification required.
 - Candidates with appropriate visa preferred (e.g. permanent resident, spouse or child of Japanese national, long-term resident); however, visa sponsorship available for eligible candidates.
 - Base working hours 8:00 a.m. to 5:00 p.m. (may be adjusted depending on position and responsibilities) with 60 minutes total break time, Monday through Friday. A number of Saturdays during the year for annual school events.
 - Monthly salary based on qualifications and prior experience.
 - Reimbursement available for commuter expenses to a maximum of 25,000 yen/month.
 - Summer program bonus available.
 - Health insurance and employment insurance available.
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