



Updated July 2022

We are looking for a full-time or 90% part-time Sub teacher from August 25, 2022.

Tokyo West International School is an IB school located in the suburb of Tokyo, Hachioji City. In TWIS, we value hands-on education, and our motto is "grow local, soar global."

For more information about our school, please visit <https://www.tokyowest.jp>

TWIS is currently looking for educators passionate about IB education to join our team.

We are searching for a confident, experienced substitute teacher to join our team. If you are a friendly and competent professional interested in IB education, then we are interested in you.

#### Main Accountabilities

- ! Adhering to the curriculum and lesson plans assigned by the homeroom teacher.
- ! Following procedures and achieving lesson goals.
- ! Assigning and explaining homeroom.
- ! Overseeing students outside of the classroom, including in the hallways and field.
- ! Always complying with all school regulations and policies.
- ! Taking attendance.
- ! Ensuring the classroom and work situations are kept clean and orderly.
- ! Overseeing the normal classroom rhythms and activities.
- ! Compiling a report for a homeroom teacher for when they return.
- ! Helping the librarian as directed.
- ! Check your daily schedule with your immediate supervisor, the senior teacher

#### Other Responsibilities

- Bus Duty
- Recess duty

**Working condition. (Contract: August 25, 2022 ~ March 30, 2023)**

Hours: 8:30-4:30 (without Pension Plan) 40hours /week

Holidays: about ten business days in summer, winter, and spring (according to the school calendar)

Starting Salary:220,000JPN/month

Starting Part-Time 1100/hour-1200/hour

**Contact:** [recruit@tokyowest.jp](mailto:recruit@tokyowest.jp)