



Recruitment Policy

As a Catholic International School we believe that teaching is a vocation, a calling, not just a job. Like our students, Seisen International School's faculty members represent many different nationalities and faiths. In keeping with our mission, we seek to build a diverse community that represents a variety of backgrounds and experiences. We believe that our students' learning, interactions and growth is more exciting and enriching when they interact with peers and teachers who bring a diversity of backgrounds, life experiences, and perspectives to campus. Seisen International School is committed to promoting diversity, inclusion, equity and anti racist principles in its recruitment and staffing practices.

We seek to attract teachers who are:

- Willing to embrace the school's Catholic identity and Mission
- Committed to Social Justice
- Dynamic, passionate and compassionate educators
- Dedicated to students and who foster positive professional relationships with them
- Enthusiastic about teaching within a multicultural environment with a commitment to global mindedness and a high degree of intercultural competence
- Flexible in approach and who have a collaborative style
- Committed to their own personal and professional lifelong learning
- Resilient and Pragmatic
- Willing to step up and help out by actively participating in extracurricular activities, school development projects and other school activities.
- Inquiry-based and concept-driven educators
- In possession of a Positive / Growth mindset

Our faculty and staff come from more than 21 different countries. A number of them are former international school students themselves or identify as adult Third Culture Kids (TCKs). Their international background and experience contribute to a learning environment that responds to the students' cultural diversity and meets the needs of an international student population.

Seisen International School educators are trained and certified in their respective fields and more than 48% of them hold Masters degrees and 4% hold a Doctorate degree. Our faculty average 18 years of experience in education. Some teachers come to Japan for just a few years and then move on to new positions elsewhere. Others remain at Seisen International School for much of their career: 32% of the teaching staff has served the school for 10 years or more. An average stay is around 4 years.

*Applicants for teaching positions must have an active teaching license from a state, province, or governmental authority and certification that covers the specific teaching assignment for which they are applying, both in subject matter or specialized role and grade level, with at least 2 years qualified experience.

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We support and follow all applications for work visas (instructor visas) and other official paperwork necessary to enable full time teachers to live and work in Japan. To secure such faculty members we rely heavily upon the support of several international placement organisations including but not restricted to SEARCH Associates and Times Educational Supplement (TES). We also recruit teachers already based in Japan.

Applicants who are shortlisted for positions will have an informal interview with the Head of School, followed by a formal interview with the respective Principal, the Head of School and including the respective Head of Department or the PYP Coordinator as appropriate for the position being advertised.

Aligned with the recommendations of the International Task Force on Child Protection (ITFCP), we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

Seisen International School will:

- a) Perform 'live contact' (phone, skype, face to face) reference checks of at least 2 references
- b) Perform one reference check from direct supervisor of candidate (minimum level of Assistant Principal)
- c) Contact all references through business email / business phone numbers
- d) Verify credentials
- e) Conduct internet checks of all prospective employees
- f) Require Police background checks
- g) Review and update recruitment practices as per ITFCP recommendations/ requirements



**Learning to
Love,
Loving to
Learn**

Seisen International School is committed to nurturing a positive culture and ethos of life-long learning. Continuing Professional Development is an essential component of that culture and is necessary for improving both teacher and student learning. We have a strong, forward moving Professional Development Program, based on respect, support, inclusion, challenge and sustainability together with a desire to build professionalism.

Professional Development at Seisen is:

- Aligned with the Seisen mission statement, guiding principles and teacher profile.
- An integral part of the vision and strategic planning for the systemic growth and improvement of Seisen.
- A catalyst to enhance student learning.
- Intrinsically linked to the Seisen Performance Development Process that includes teacher collaboration.
- An on-going process, that includes follow-up and continuous feedback.
- A dimension of Seisen's investment in Professional Capital.
- A support for the development of faculty's professional capabilities and competences, and the enhancement of the quality of their teaching and their confidence.

PD opportunities include:

School-wide workshops by external consultants to work with faculty on identified K-12 goals.

International Baccalaureate (IB) and other local and international workshops, seminars, and conferences.

Collaborative projects attended by staff members inside and outside the school.

Online courses / Webinars.

Peer observation within Seisen International School, across departments and divisions.

Job alike sessions with other member schools of the Japan Council of International Schools.

Regular after school weekly meetings.