



# International School of the Sacred Heart

## Job Description



### Japanese Teacher

#### About the Role

**Job Type:** Part-Time Classroom Teacher

**Reports To:** Principal (secondarily, the Head of the Japanese Department)

**Location:** International School of the Sacred Heart, in person/not remote

**Start Date:** August 11, 2026

**Overview:** This position is a long-term substitute position through the maternity/child care leave period starting August 11, 2026.

#### Core Responsibilities:

- Teaching Japanese across several grades from 5-12; ISSH is a Grades K-12 school.
- The teacher needs to be able to engage in an international school environment in English and with families from many different countries.
- The teacher will need to teach and assess students, report progress and conduct parent/teacher conferences, collaborate with the Japanese Department on curriculum development, documentation, and on special events.



## How to Apply

Please fill out the [online application form](#).

For positions requiring Japanese language, a Japanese CV is not required but may be submitted in addition to the English materials if the applicant prefers.

## About International School of the Sacred Heart

ISSH is a private, not-for-profit all-girls Catholic day school in Tokyo. Founded in 1908 to provide an education for women to prepare them for success in an ever-changing world, Sacred Heart is an international community of students, educators, and families dedicated to the goal of supporting girls and young women in “growing with courage and confidence.” Approximately 50 nationalities are represented in our school community, as well as almost 20 different religions, faiths, and belief systems. ISSH offers an in-house curriculum that culminates in the US-based Advanced Placement program in high school, and the majority of graduates go on to attend universities in the US, the UK, Canada, or Australia. As a Sacred Heart school, it is a part of an international network of Sacred Heart schools worldwide, providing an extended network beyond the school community.

## Child Protection Statement

Sacred Heart places a high priority in protecting the students in our care. By submitting an application, you also consent to Sacred Heart conducting full background checks on you as a condition of any contract offer made, and understand that Sacred Heart has the right to rescind any offer of employment should there be any concerns raised through those checks. You also understand that you will be asked to sign a child protection statement at the time of accepting any offer of employment from Sacred Heart. If hired, you agree to fully read and understand the [Child Protection Handbook of Policies and Procedures Policy](#).