

PYP Principal

Closing date: ongoing

Start date: August 1, 2024

About our School

Welcome to Osaka YMCA International School (OYIS). OYIS is a special place founded on the values of family, community, empathy, caring, and learning.

Located in the heart of Osaka City, we are a non-profit day school that offers the PYP, MYP and IB Diploma Programme.

OYIS is distinguished by its warm, family feel and personal approach. We are an inclusive school with a leadership team that prides itself on taking the time to talk to parents and students about their individual needs. Our entire school is committed to delivering a world-class educational experience built upon the solid base of the International Baccalaureate (IB).

OYIS, which has more than 340 students from 34 countries, is accredited by the Western Association of Schools and Colleges (WASC) and is a member of the East Asia Regional Council of Overseas Schools (EARCOS).

About our city

Osaka is one of Japan's most vibrant and exciting cities. It is home to Universal Studios Japan, one of the world's largest aquariums and numerous parks and hiking routes. With Kyoto 44 kms to the east and Kobe 27 kms to the west, there are many options for trips. The city's transport links are superb and the train and bus networks make nearly everywhere easily accessible. For trips outside of Osaka, there are domestic flights or the famous bullet train (Shinkansen).

Osaka, Japan's second-largest city, has good air quality and is particularly safe and family-friendly.

Find out more on our [School Brochure](#), [Facebook](#), [Instagram](#) and [LinkedIn](#) pages.
[Cost of Living Calculator](#)

Address

Nakatsu campus : 6-7-34 Nakatsu, Kita-Ku, Osaka, 531-0071

Tosabori campus : 9F, 1-5-6, Tosabori, Nishi-ku, Osaka, 550-0001



Important Note

OYIS is committed to safeguarding the welfare of children. All staff must share this commitment. Any offer of employment will be made on the condition that relevant criminal background checks are submitted by the applicant and acceptable references are received. Please see our Child Safeguarding Policy for more details.

We are committed to diversity and inclusion in the workplace. We do not discriminate based upon race, religion, colour, national origin, sexual orientation, gender identity, gender expression, age, or disability.

Key Competencies

- Team Chemistry: Fostering a harmonious and collaborative work environment.
- Collaboration: Emphasising teamwork and cooperative efforts.
- Character: Valuing integrity, ethical behaviour, and personal growth.
- Commitment: Demonstrating dedication to our mission and goals.
- Competence: Upholding high standards of professional skill and knowledge.
- Creativity: Encouraging innovation and original thinking.
- Leadership: Inspiring and guiding others towards excellence.
- Contribution: Making meaningful and impactful contributions to our community and programs.
- Constructivist Approach: Fostering active, hands-on learning and critical thinking.
- Internationally-minded: Multicultural competency and international mindedness
- Restorative Approach to Classroom Management: Reflecting on past experiences and practices to enhance future classroom management strategies.
- An understanding of the IB Standards and Practices and ability to review and develop curricular.

Qualifications and Experience:

- **Leadership:** Experience as a senior leader or similar role (such as Vice Principal or Curriculum Coordinator) in a K-12 accredited school with an IB focus (three or more years strongly preferred).
- **IB Programme Leadership:** Experience leading a PYP or other primary team through an evaluation cycle.
- **Expertise in IB Programmes:** Strong knowledge of the IB PYP Programme is essential.

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- **Educational Qualifications:** A relevant master's degree is preferred, along with professional certifications in education or leadership.

About our offer

We offer a generous package that includes a competitive salary, health insurance, and a housing allowance. We also offer a relocation allowance, an individual professional development budget and comprehensive assistance with relocating.

Duties

Article 1 – Duties (労働義務)

Reports to the OYIS Governing Board (OYISGB) and the COE of the Osaka Schools Division

General Responsibility

The PYP Principal is responsible for the administration of a quality school programme in line with the school's Core Beliefs.

Specific Responsibilities

1. Vision

- a. The Principal will operate within the YMCA mission and purpose, and cooperate with appropriate YMCA activities.
- b. The Principal will work towards articulating OYIS's unique position and strive to develop into a successful accredited international school in the City of Osaka.

2. Assessment

- a. Supervise the assessment program in the PYP school program which include report cards, parent conferences, any appropriate interim assessment reports, and the maintenance of official school records.

3. Budget

- a. Prepare the annual budget request for the PYP school program in conjunction with the faculty.
- b. Supervise revenue and expenditures and manage the approved budget for the OYIS programs.

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- c. Ensure compatibility between the enrollment data of the OYIS programs and the annual budget.

4. Communication

- a. Maintain regular and appropriate communication with the parent body through various means.
- b. Hold regular meetings with the OYIS faculty and participate in the development of agendas for OYIS meetings.
- c. Maintain regular communication with the OYIS Leadership Team.

5. Curriculum

- a. Supervise and manage the on-going process of curriculum evaluation and development, program evaluation and development, textbook adoption and selection, and all other matters relating to the school's curriculum.
- b. Develop a program that meets the varied needs of the student body.

6. Personnel

- a. Prepare personnel proposals for presentation to OYIS.
- b. Recruit new personnel including overseas and/or local hires, as needed.
- c. Provide appropriate supervision and evaluation of the international school regular teaching staff.
- d. Determine, in conjunction with the Leadership Team equitable curricular and co-curricular assignments for related teaching staff.

7. Policies

- a. Supervise the development of policies to guide OYIS programmes in cooperation with the faculty and the Leadership Team.
- b. Facilitate the OYIS admissions' process.
- c. Meet regularly with the Leadership Team to develop school policies, set goals, and generate other proposals for OYIS.

8. Scheduling and Facilities

- a. Supervise the development of the OYIS school schedule.
- b. Ensure the safety and appropriate behavior of students during arrival, lunch, recess time, and dismissal by establishing a duty system involving teachers and other appropriate personnel, including the principal.
- c. Ensure the provision of a safe and healthy school environment for OYIS students.
- d. Supervise school services for the OYIS students in cooperation with the Leadership Team.

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e. The PYP Principal, in conjunction with the Leadership Team, will coordinate all aspects of facility future planning.

9. WASC

a. Oversee all aspects related to the ongoing WASC accreditation process in consultation with the WASC Coordinator.

10. IB PYP

a. Oversee all aspects related to the development and evaluation of the school as an IB World School.

11. Whole-school approach

a. Engage in regular meetings and collaborations with the OYIS MYP/DP Principal to ensure mission, policy, and development of the school is in alignment.

12. Communications & Marketing

Meet regularly with the Communications and Marketing Officer to ensure effective publicity is given on a range of platforms, both internally and externally. Write weekly contributions to the newsletter and arrange coffee mornings and information sessions throughout the year.

Wider roles

- Planning and engaging in professional learning activities that support the school and systematic priorities
- Taking responsibility for own professional development and using the outcomes to improve teaching and students' learning
- Working collaboratively with the school community and external bodies such as, but not limited to Japan Council of International Schools (JCIS) and the International Baccalaureate Association of Japan (IBAJ).
- Ensuring the administration of school procedures are completed efficiently'
- Leading the Staff Appraisal Growth and Evolution (SAGE) process in PYP.
- Being the Designated Safeguarding Lead (DSL) for PYP and being a member of the Safeguarding Committee.

Additional Information

- All Osaka YMCA contracts for educators are two-year, renewable upon mutual agreement
- Will be required to attend whole-school training sessions when applicable
- The workday is from 8:30am to 4:30pm, Monday-Friday

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How to apply

If you are interested in joining our team, please submit the following materials:

- 1) A detailed CV (maximum two pages), including contact information for three professional references (including your current supervisor).
- 2) A cover letter.
- 3) A video lasting no more than two minutes explaining your suitability for the role and referencing the job description.
- 4) Your educational philosophy (not to exceed 1 page).

Please submit these materials to employment@oyis.org

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