



## FAQs about working at St. Michael's International School

### **Q: What experience is required to work as a teaching assistant at SMIS?**

*A: We accept applications from candidates in Japan.*

*Applicants for a teaching assistant position should be fluent English speakers, a high proficiency of written English is also required. Experience of working with children will be an advantage, as will holding an English language teaching certification e.g. TESOL, CELTA. Work visa requirements mean that applicants should hold a degree.*

*Applicants should live in the Kobe area; we do not pay relocation expenses.*

### **Q: What sort of school is SMIS?**

*A: St. Michael's delivers a British style education based on the National Curriculum of England and Wales, adapted to more fully meet the needs of our environment and our school population, delivered through the International Primary Curriculum. All classes, with the exception of Japanese, are taught in English.*

### **Q: Who attends SMIS?**

*A: Our student body is quite varied and includes children from bicultural families, expatriate children, Japanese children returning from living abroad and children of a long-standing Indian community in the area. Like all international schools, we experience some turnover from families coming and going in a transient community, but we also enjoy the stability of permanent residents attending the school. There are approximately 27 different nationalities represented.*

### **Q: How many staff members work at SMIS?**

*A: There are 14 full-time teachers, a part time teacher, 6 full-time teaching assistants, as well as 6 additional administrative and support staff members. We also have an English Language section on site which offers full and part time classes for adults and afternoon and Saturday School English classes for children.*

### **Q: What kind of teaching assistants are you looking for?**

*A: We are looking for enthusiastic teaching assistants to join our team; people who share our passion for teaching and learning and a commitment to providing the very best support possible for the students in our care. People who are good communicators and good listeners. Ideally you will have previous experience of working with children, preferably in an educational setting and you will have an understanding of the needs of children who speak English as an additional language.*

### **Q: What is the duration for the teaching assistant contract?**

*The contract for teaching assistants is ten months from September to June. A ten day induction period at the end of August will be paid pro-rata. If the contract is extended for the following academic year, a summer bonus of one month's salary will be paid in July.*

### **Q: What are the working hours for teaching assistants?**

*Teaching Assistants are contracted to work Monday - Friday from 8:30-15:30 during term time, with additional time sometimes required to attend staff meetings and special events. Our academic year runs from September to June and we follow a western vacation pattern. We do*

not always take Japanese national holidays. You can see our school calendar here <http://www.smis.org/organisation/school-calendar>

**Q: What sort of benefits do you offer teaching assistants?**

- Japanese health insurance
- Japanese pension
- Daily travel allowance

**Q: What checks are carried out?**

*A: Candidates must provide the contact details of two professional referees, one of which must be your current or most recent employer. The successful candidate will be asked to provide original copies of their qualifications. St. Michael's International School is committed to safeguarding and promoting the welfare of children, young people and adults.*

**Q: How am I paid?**

*A: The full salary is paid in Japanese yen, on the 20th of each month. It is paid by direct deposit into a local bank account.*

**Q: What happens once I have applied?**

*You will receive an email response to acknowledge receipt of your application. After this we will only contact short listed candidates who we want to find out more about. Interviews will be held at school. Please note we do not pay interview travel expenses.*



*St. Michael's International School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.*