



Company Information

Learning Lab Kobe (LLKobe) is a personalized learning center that provides 1-on-1, small group and extracurricular educational programs in Higashinada-ku, Kobe. Our focus is on bringing progressive, innovative teaching methods to internationally-minded families. We teach in accordance with the IB programme. The majority of our students attend or have attended international schools in the Kansai region.

This is not a language school. In general, ALT experience is not relevant to the job position and will not be considered as teaching experience. This is an ideal position for those who are considering or actively pursuing classroom teacher accreditation.

Please be aware that we do permit staff to bring their dogs into the workplace, usually outside of lesson times. We also have classroom pets (aquatic frogs) and compost worms. Teaching staff will not be required to care for animals directly but should be comfortable around live animals.

Tutors will be teaching in the following areas:

1. Mathematics (K-6, curriculum provided)
2. IB MYP and Diploma subjects, especially Mathematics, Humanities and English Language & Literature
3. Literacy (training would be provided by LLKobe)
4. Self-management and study skills (e.g. note-taking, organization, time and task management)

Class teachers will most likely be teaching in the following areas:

1. STEM subjects
2. Literacy, including writing skills (training would be provided by LLKobe)

Location:

〒658-0051

Hyogo-ken Higashinada-ku

Sumiyoshi Honmachi 2-16-2

Daini Yamaguchi Building 1F



Contract/Salary Information

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| <p>Work Type: Initial 6-month contract, Part-time</p> <p>Visa: Spousal, permanent resident, or student acceptable</p> <p>Trial information: There will be a trial period of 3 months</p> | <p>Hourly salary: 3,800-4,000円 per hour of teaching (class or private) depending on experience 1,500円 per hour of preparation or assistant teaching</p> <p>Transport costs reimbursed up to ¥1,000 per day</p> <p>Additional Benefits (provided after first year of employment completed):</p> <ul style="list-style-type: none">● Shakai Hoken (employee preference)● Personal professional development budget● Additional 2 paid weeks of vacation per annum, 1 week in the fall semester*, and 1 week in the spring semester*)● Discounted lessons for children of teaching staff <p>*We generally follow the international school year calendars (August to June)</p> |
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Working schedule:

- **Fridays, 2:00-4:00 pm:** Regular, weekly professional development and company meetings
- Teaching & tutoring:
 - **Saturdays, 9:00 am-12:00 pm:** Saturday morning classes (Coding, Science, and Mathematics); possible to extend hours for private tutoring
 - Schedule is subject to student and teacher availability
 - Range of current staff: 12 to 35 teaching hours per week, 4 to 6 work days per week
 - Weekday hours are generally between 4:00-8:00 pm
- Prep time is proportional to teaching hours



Job Responsibilities

- Teach private lessons (1-3 children) or group classes (up to 8 children)
- Establish and nurture beneficial relationships with students and families
- Use student-centered, project-based learning pedagogies
- Encourage inquiry, curiosity and communication
- Provide guidance on improving self-management and organizational skills
- Maintain an empathetic attitude toward learners
- Committed to creating an inclusive, personalized learning space
- Plan and prepare lessons in relevant subjects
- Complete regular Professional Development tasks, courses or meetings
- Carry out preparation and record-keeping duties such as filing, typing, copying, scanning etc.
- Handle sensitive information in a confidential manner
- Aid students in handling electrical tools/construction projects safely
- Purchase or organize purchases of supplies from nearby shops/stores
- Maintain a sanitary and organized classroom environment
- Assist in the preparation of requested progress reports and recommendations (informal or formal)
- After initial trial period, be responsible for parent consultations and requested progress meetings with regular students

Requirements:

- Native English speaker or have completed their secondary and/or tertiary education in international, English programs
- Bachelor's Degree
- Computer literate, Mac experience preferred
- Google Suite (Google Docs, Google Drive, etc.)
- Current, valid visa
- Hand-building skills (ex. crafting, tinkering, woodworking, gardening, etc.)
- Compassionate attitude
- Growth mindset

Desired:

- Completion of IB Diploma program or equivalent
- Experience teaching ages 6-18
- Experience with design thinking or student-centered learning

How to apply

Email a resume to info@llkobe.com. Please be committed to being available for the Friday and Saturday work hours defined above.