Primary School Principal (Founding Principal)

Job Information

Hiring Company
AINEO Networks

Subsidiary
REGENT Christian Schools

Job ID
1605748

Industry
Education

Job Type
Permanent Full-time

Location
Saitama Prefecture

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 11:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

School Motto:

Run With The Champions

“Whatever you do, do it heartily, as to the Lord and not to men.”
— Colossians 3:23 (NKJV)

Leadership Opportunity

REGENT Christian Schools is seeking an experienced, visionary, and Christ-centered educational leader to serve as the **Founding Primary School Principal**.

This is a unique opportunity to help shape the culture, academic excellence, and spiritual foundation of a growing Christian international school serving families in Japan.

The successful candidate will provide strategic leadership for the **Primary School (Kindergarten–Grade 6)**, creating an environment where students flourish academically, spiritually, socially, and emotionally while developing a strong foundation for lifelong learning and Christian leadership.

About REGENT Christian Schools

REGENT Christian Schools is an English-language Christian international school dedicated to developing students who love God and pursue excellence in academics, technology, science, the arts, and character.

Our mission is to provide a Christ-centered education that equips students to become academically strong, spiritually grounded, socially responsible, and mentally resilient future leaders in Japan and around the world.

The school will open in **September 2027** in **Koshigaya, Saitama**, approximately 40 minutes north of central Tokyo.

Position Summary

The **Primary School Principal** serves as the instructional, spiritual, and operational leader of the Primary School.

Working closely with the Head of School, the Principal is responsible for:

- Maintaining high academic standards.
- Developing an exceptional teaching team.
- Supporting student wellbeing.
- Building a vibrant Christ-centered school culture.

The Principal will champion excellence in teaching, encourage innovation in learning, cultivate strong partnerships with families, and help establish REGENT Christian Schools as one of Japan's leading Christian international schools.

Primary Responsibilities

1. Educational Leadership

- Provide visionary leadership for the Primary School.
- Ensure excellence in curriculum implementation and instructional practice.
- Promote high academic standards and continuous improvement.
- Lead curriculum planning and ongoing program evaluation.
- Encourage innovation and thoughtful integration of educational technology.
- Develop a culture of curiosity, creativity, and lifelong learning.

2. Christian Leadership

- Model Christ-like leadership and demonstrate a love for God through ministry and service.
- Promote a distinctly Christian worldview throughout school life.
- Lead faculty devotions, prayer, and spiritual encouragement.
- Support weekly chapel services and biblical integration across all subjects.
- Encourage students and staff to grow in faith, wisdom, and Christian character.

3. Staff Leadership & Development

- Recruit, mentor, and develop outstanding teachers.
- Conduct teacher observations and performance evaluations.
- Lead professional development initiatives.
- Foster teamwork, collaboration, and a positive staff culture.
- Support teachers through coaching and instructional leadership.
- Encourage continuous professional and spiritual growth.

4. Student Leadership & Development

- Create a safe, nurturing, and academically challenging learning environment.
- Promote student wellbeing and positive behavior.
- Oversee student discipline using restorative and biblically grounded approaches.
- Encourage leadership opportunities for students.
- Celebrate student achievement and personal growth.

5. Parent & Community Relations

- Build strong relationships with parents and families.
- Communicate regularly regarding school programs and student success.
- Lead parent information sessions and school events.
- Promote a welcoming and inclusive school community.
- Represent REGENT Christian Schools professionally in Japan and internationally.

6. School Operations

- Assist with annual planning and budgeting.
- Ensure compliance with school policies and applicable Japanese regulations.
- Oversee daily school operations.
- Coordinate emergency preparedness and student safety.
- Support admissions and student enrollment growth.
- Work collaboratively with administrative staff and the Head of School.

Required Skills

Required Qualifications

- Bachelor’s degree in Education or a related field.
- A valid professional teaching license or certification that qualifies the holder to teach in a recognized K–12 school system. **Teaching licenses issued in the US, Canada, Australia, or the UK are accepted. ESL, TEFL, TESOL, CELTA, or similar English-language teaching certifications alone do not meet this requirement.**
- Minimum five years of successful teaching experience.
- Minimum three years of school leadership experience.
- Native or near-native English proficiency.
- Demonstrated excellence in instructional leadership.
- Strong organizational and communication skills.
- Passion for Christian education and discipleship.

Preferred Qualifications

- Master’s degree in Educational Leadership, Administration, or Education.
- Principal certification or equivalent qualification.
- Experience working in an international or multicultural school environment.
- Experience leading curriculum development.
- Familiarity with accreditation processes (e.g., ACSI, WASC, or CIS).
- Experience supporting English Language Learners (ELL).
- Knowledge of Japanese culture or previous experience living in Japan.

Personal Qualities

The ideal candidate will:

- Demonstrate a vibrant and growing Christian faith.
- Lead with humility, integrity, wisdom, and compassion.
- Be a visionary leader with strong organizational abilities.
- Inspire excellence in both teachers and students.
- Build positive relationships throughout the school community.
- Be adaptable, resilient, and solutions-oriented.
- Demonstrate cultural sensitivity while embracing life in Japan.
- Possess a heart for ministry through Christian education.

Physical Requirements

- Ability to actively engage throughout the school day.
- Ability to supervise students during school activities and events.
- Ability to occasionally lift educational materials up to 20 kg.

What We Offer

- Competitive international school salary.
- Leadership development opportunities.
- Relocation assistance (where applicable).
- Professional development and conference opportunities.
- A collaborative, faith-filled Christian working environment.
- Modern classrooms and educational technology.
- Opportunity to help establish a leading Christian international school in Japan.
- Meaningful ministry through Christian education.
- The privilege of shaping the lives of future Christian leaders.

Mission Alignment

The Primary School Principal is expected to:

- Champion the mission, vision, and Statement of Faith of REGENT Christian Schools.
- Lead by example through Christian character and servant leadership.
- Promote academic excellence grounded in biblical truth.
- Foster a school culture where every student is encouraged to know Christ, develop their God-given gifts, pursue excellence, and positively impact their communities.
- Support the school’s commitment to raising leaders who will influence Japan and nations around the world for Christ.

How to Apply

Interested candidates are invited to submit:

- Curriculum Vitae / Résumé
- Cover Letter expressing interest and alignment with the school’s mission
- Statement of Christian Faith
- Philosophy of Christian Education (1–2 pages)
- Copies of teaching and leadership certifications
- Academic transcripts
- Contact details for at least three professional references