

JOB POSTING for a Part-time Language Teacher of English

December 1, 2021

TOHO Junior and Senior High School

Advertised Position:

We are seeking a highly motivated educator for a part-time English teaching position in junior and senior high school.

Terms and Conditions:

1. The position will begin in April, 2022.
2. Contract is annually renewed up to 4 times at maximum.
3. The employee works four days a week.
4. The applicant must have a university degree.
5. The applicant must be able to speak native or native-level of English.
6. The applicant must have previous teaching experience, preferably at both junior and senior high levels.
7. The applicant must have conversational Japanese ability. Language proficiency in Japanese sufficient for the jobs below is a strong advantage.
8. The applicant must currently be residing in Japan.

Duties:

The main jobs included are:

1. To be in charge of the following lessons:
 - English Conversation Lesson for Junior High 2nd grade (6 hours a week, approx. 20-25 students in a class)
 - English Conversation Lesson for Senior High 1st grade (7 hours a week, approx. 20-25 students in a class)
2. To make curriculums, teaching plans and materials for classes, and to assess students in cooperation with Japanese teachers.
3. To participate in school events and supervise students before, during, and after the events.
4. To play an active role in departmental duties such as coordinating English camps, coaching students for speech contests, and helping Japanese teachers make and mark their examinations.
5. To help students practice speaking and writing, or prepare for studying abroad, when necessary.

Application Materials:

The applicant must submit the following material in the envelope.

1. CV:
 - including your email address, address of current residence, phone number, details of past teaching and curriculum/material development experiences, and publications and presentations, if any. No specific form is required.

*** We'll let you know the interviewing day if you pass the screening by documents. On that day, you are required to submit the followings by hand:

1. an essay

including the reason for your application, your strong points and specialties in regard to teaching English, and your educational goals you would like to accomplish at our school.

2. a copy of your final diplomas and transcript of records.

3. a copy of your teaching licenses (if you have).

*** A health check is required only after the applicant has been hired.

Due Date:

The envelope with CV application form must be received by January 7, 2022.

Compensation:

Payment is offered in accordance with the Toho Gakuen pay scale. The monthly payment is 194,400 yen. Allowances of various kinds are to be offered accordingly, including a term-end bonus of 6.3 months and a special allowance of 1.2 months for each consecutive year. Annual income is expected to be approximately 4,000,000 yen. Transportation costs are also to be covered.

Selection Process:

Suitable applicants will be contacted for an interview with Japanese Teachers of English at Toho, which is to be held on February 5.

Additional Points:

Please send the envelope with CV application form to the address below:

Naoki OKADA, the Head of the Department of English

TOHO Junior and Senior High School

3-1-10, Naka, Kunitachi-shi, TOKYO, 186-0004,

Contact:

For further questions and information, please contact Naoki Okada, the head of the English Department.

TEL: 042-577-2171 E-mail: n.okada@toho.ed.jp