

Recruitment Announcement for Native English Teacher (NET)

Subject: English

Position Title and No. of Openings:

NET (Native English Teacher), single opening

Position will begin part-time with option to move to full-time on contract renewal.

Main Duties:

Conducting and team-teaching English classes, supporting the development of teaching materials.

Application Requirements:

- (1) Applicant must speak English as his/her native language.
- (2) Applicant must have qualifications as an English teacher (TESOL Certificate, graduate degree in ESOL, etc.) and must be eager to teach.

● **Additional Qualifications:**

Preference for applicants already in Japan and legally entitled to work.

Preference for applicants who have attained at least Level 2 on the Japanese Language Proficiency Test.

Preference for applicants who have had experience teaching at a Japanese middle school or high school.

Application Documents:

- (1) Resume
 - Please include an English resume, with photo (head and shoulders, facing front, no hat, taken in the past six months). If possible, also include a resume in Japanese, and sign it using your name seal.
 - Please also include a list of any educational or research achievements.
- (2) Academic records and graduation certificate from all tertiary education.
- (3) An essay on the topic of teaching English to Japanese students, with special attention to the teaching of English language arts to middle- and high-school girls. Please explain your understanding of English education in Japan, and how you yourself teach English.
- (4) Contact information

Application Deadline:

- January 31, 2024 if interested in starting in April 2024
- April 1, 2024 if interested in starting in September 2024

Address for Submissions:

Principal, Tokyo Jogakkan Middle and High School

3-7-16 Hiroo, Shibuya-ku, Tokyo 150-0012

Please write the following on the envelope in kanji and using red ink:

“英語科教員 (NET)応募書類在中”

Selection Procedure:

1) Document evaluation.

2) Interviews with successful applicants.

* Applicants who pass the document evaluation will be contacted by mid-February (for April start) or mid-April (for September start) to arrange an interview.

Starting Date:

April 1, 2024 OR September 1, 2024

Salary:

Salary is set according to the standards of the Incorporated Educational Institution of Tokyo Jogakkan Schools for Women.

Address for Inquiries:

Tokyo Jogakkan Schools for Women

Main Office 03-3400-0861

Monday- Friday 9:00am to 4:30pm

Note:

No documents will be returned to the applicant after being submitted. No personal information collected from the applicant will be used or distributed for any purposes other than those related to recruitment activities and human resources after employment.

Relevant Links:

Tokyo Jogakkan Schools for Women homepage: <http://www.tjk.jp/>

Tokyo Jogakkan Middle and High School homepage: <http://www.tjk.jp/mh/>

Tokyo Jogakkan International Class homepage: <http://www.tjk.jp/mh/ic/>