

Full-Time English Instructor, Tokyo Jogakkan Junior & Senior High School

Tokyo Jogakkan, a prestigious all-girls school established 136 years ago, is expanding its International Class and seeking a native English-speaking instructor for a full-time teaching position. We welcome applicants capable of teaching or willing to train to teach Cambridge A-Level subjects.

Job Details:

Position: Full-time English teacher

Contract: Renewable annually by mutual consent

Salary: Based on Tokyo Jogakkan criteria

Duties:

1. Conduct English Language Arts classes for Japanese middle and high school students.
2. Preference for a candidate who can also teach Mathematics, or would be willing to undergo training to teach it (training costs and time will be covered by the school).
3. 16 teaching hours per week, including A-Level training time
4. Work from Monday to Saturday (with one “research day” per week, effectively making it a 5-day workweek).
5. Participate in school events and occasional holiday duties.
6. Engage in departmental responsibilities, including curriculum development, exam creation, and involvement in school programs.

Qualifications & Requirements:

- Native English speaker or equivalent proficiency
- Experience or willingness to teach Cambridge A-Level subjects
- Experience with returnee students is advantageous
- Conversational Japanese is an advantage

Application Deadline: November 30, 2024

Application Materials:

- Curriculum vitae and cover letter
- Copies of transcripts from all post-secondary schools attended

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 :

“English Department Teacher Application Form”

Selection Process: Candidates will be selected based on a mock lesson and an interview.

Contact Information:

Tokyo Jogakkan Junior & Senior High School

Crystal Brunelli

TEL: (03) 3400-0867

Email: brunelli@tjk.jp

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.