

11/17/2023

Keio Shiki Senior High School

Part-time English Teacher

Keio Shiki Senior High School is a secondary school attached to Keio University, one of the most competitive private universities in Japan. Our students go to Keio University after graduation and are expected to handle cross-cultural communication.

Contract: Fixed (from April 1, 2024 until March 31, 2025), but with possible
Renewal

Salary: Based on Keio rules and regulations

Duties: Responsibility for the following schedules:

10 classes per week

Thursday 5 classes 8:30 - 15:00

1. 8:30 – 9:20
2. —
3. 10:40 – 11:30
4. 11:40 – 12:30
lunchtime
5. 13:10 – 14:00
6. 14:10 – 15:00

Friday 5 classes 8:30 - 15:00

1. 8:30 – 9:20
2. 9:30 – 10:20
3. 10:40 – 11:30
4. —
lunchtime
5. 13:10 – 14:00
6. 14:10 – 15:00

Qualifications & Requirements:

- Native English level proficiency
- TESOL or major in a related field
- Junior / Senior high school teaching experience (desirable)

Application Materials

- Cover letter
- Curriculum vitae
- Teacher's license (optional)

- Bachelor's degree (mandatory)
- Details of publications and presentations (if any)
- Essay in English: The reasons for your application (400 – 500 words)
- Consent form for background check (format available on the next page of these application guidelines)

Deadline: Application materials to arrive by post by 1/9(Tuesday).

(Please note that these will not be returned. Furthermore, a background check of applicants at the interview stage may be carried out by Keio University or an external contractor, as necessary, before an offer is made.) Initial results of screening and interview dates to be made known by the middle of January by e-mail.

The addressee: Keio Shiki Senior High School
Headmaster Miki Takahashi
4-14-1 Honcho,
Shiki-shi, Saitama-ken, 353-0004

Contact: Keio Shiki Senior High School

Tel: 048-471-1361

(Please ask for a senior official.)

To the President of Keio University,

Consent Form

I hereby consent to your school, or an external contractor designated by your school inquiring/checking about the items listed below, as well as receiving the responses thereof, regarding my past and present employment for the purpose of the screening conducted at your school.

- Whether or not there is a record of employment
- If there is a record of employment, the period of employment, form of contract, position, detailed reason for departure, rewards or disciplinary actions, etc.

MM/DD/YYYY

Address

Name

Seal