

November 17, 2025
Keio Shiki Senior High School

Part-time English Teacher (Parental Leave Cover; Contingent Role)

Keio Shiki Senior High School is affiliated with Keio University, one of Japan's most competitive private universities. Our rigorous curriculum prepares students for entry into Keio University, with a strong focus on developing academic English and cross-cultural communication skills.

We are seeking a highly qualified and motivated English teacher for a part-time, four-month fixed-term contract.

Contract

April 1–July 31, 2026 (4-month fixed-term position)

IMPORTANT: Employment begins only when the incumbent's parental leave starts; if it does not start, the offer will lapse.

Salary

Commensurate with experience and in accordance with Keio University's regulations

Duties & Teaching Load

The successful candidate will teach 12 classes per week. Full coverage is not required; please indicate the days you are available

Period	Time	Mon	Wed	Thu	Sat
1	08:30–09:20	✓	✓	✓	
2	09:30–10:20	✓	✓	✓	
3	10:40–11:30	✓			✓
4	11:40–12:30	✓			✓
5	13:10–14:00		✓		
6	14:10–15:00		✓		

No classes on Tue or Fri.

Qualifications & Requirements

- Native-level English proficiency (or near-native fluency)
- Bachelor's or Master's degree, preferably in TESOL, Applied Linguistics, English

Education, or a related field

- Experience teaching junior and/or senior high school students (preferred)

Application Materials

- Cover letter
- CV (or résumé)
- Copy of teaching license (optional)
- List of publications and presentations (if applicable)
- Essay in English (400–500 words): Statement of purpose explaining your motivation for applying
- Consent form for a background check (template on the next page)

Application Deadline and Process

Deadline: Application materials must arrive by post no later than January 7, 2026.

Note: Submitted materials will not be returned. A background check may be conducted by Keio University or an external contractor during the interview stage. We will notify applicants of initial screening results and interview dates by mid-January via email.

Address for Application Materials

Keio Shiki Senior High School

Attn: Headmaster Fumihiko Kono

4-14-1 Honcho,

Shiki-shi, Saitama-ken, 353-0004

Contact

Email: e-part-time@shiki.keio.ac.jp (Subject: Application – Part-time English Teacher)

To the Headmaster of Keio Shiki Senior High School,

Consent for Background Check and Employment Verification

I hereby authorize Keio Shiki Senior High School, and any external contractor designated by the school, to conduct a background check and employment verification for the purpose of the screening process associated with my application.

Furthermore, I consent to the inquiry, verification, and receipt of information concerning the items listed below from my current and former employers:

- Verification of employment record.
- Period of employment, type of contract, and position held.
- Reason for departure (if applicable).
- Record of disciplinary actions, performance issues, or commendations.

Applicant information

Name (print): _____

Signature (or seal): _____

Date (MM/DD/YYYY): _____

Address: _____

Phone / Email: _____