

August 3rd, 2026
Keio Shiki Senior High School

Part-time English Teacher

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 one or two highly qualified and motivated English teachers to fill a part-time position.

Contract

Fixed (from April 1st, 2027 until March 31st, 2028), but with possible renewal.

Salary

If you teach 16 classes per week, it would be 260,000 to 288,000 yen per month, depending on your age and experience.

Duties & Teaching Load

The successful candidate will teach 14 to 16 classes per week (a four-day or five-day workweek). Full coverage is not required; the classes can be divided by two candidates.

Timetable

1st period (8:30~9:20)

2nd period (9:30~10:20)

3rd period (10:40~11:30)

4th period (11:40~12:30)

5th period (13:10~14:00)

6th period (14:10~15:00)

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)
- Certificate of health (including X-ray test results taken within the past six months) will be required after the hiring decision is made.

Application Deadline and Process

Deadline: Application materials must arrive by post no later than October 5th, 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 the end of October 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:
