

Full-time English Teacher (fixed-term employment)

6/25/2021

Keio Shiki Senior High School

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 as students there.

Contract: Fixed (from April 1, 2022 until March 31, 2023), but with possible renewal

Salary: Based on Keio rules and regulations

Duties: Basically the same responsibilities as a full-time Japanese teacher. Teach up to 18 hours / week. Work 5 days a week, with Sunday and one other day off.

Participate in and help supervise at school events, such as school trips, athletic meets, and school festivals. Play an active role in departmental functions, such as curriculum development, proofreading of English documents, coordination of exchange programs, and coaching of students for speech & debate contest. Help to supervise club activities, attend matches as chaperone, etc. Play an active role in school administration, such as being a homeroom teacher.

Qualifications & Requirements:

- Native speaker of English
- TESOL or major in a related field
- Junior / Senior high school teaching experience (desirable)
- Ability to work with teachers of other subjects in Japanese when necessary

Application Materials

- Cover letter
- Curriculum vitae
- Teacher's license (if obtained)
- Bachelor's degree (at least)
- Details of publications and presentations (if any)

- Consent form for background check
- Essays in both English and Japanese (content to be approximately the same)
 - (I) Reasons for your application (about 400-500 words in English and 1,000 kanji/kana in Japanese)
 - (II) Your goals while working at Keio Shiki (about 400-500 words in English and 1,000 kanji/kana in Japanese)

Deadline: Application materials to arrive by post by 9/3. (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 in early September by e-mail.

Contact: Keio Shiki Senior High School Tel: 048-471-1361
(Please ask for a senior official.)