

05/26/2023

Keio Shiki Senior High School

Recruitment of full-time English Teacher (Permanent)

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

Permanent (from April 1, 2024) or possibly fixed-term (from April 1, 2024 until March 31, 2025) dependent on the applicant's teaching experience

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 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 a chaperone, etc. Play an active role in school administration, such as possibly 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 (format available on next page of these application guidelines)
- 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 June 28(Wed.). (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 no later than July 5 (Wed.) by e-mail or telephone.

Contact: Keio Shiki Senior High School
Address: 4-14-1 Honcho,
Shiki-Shi, Saitama-Ken, 353-0004
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