

We are seeking applications for the position of a full-time English Teacher (or possibly part-time). Applicants must be native speakers of English.

The position is available at Onomichi Junior and Senior High School and begins in April, 2022.

Please check the qualifications below and send the required documents to the address indicated below.

1. Job Description

For a full time position:

- Lessons include both team-teaching and solo-teaching.
- Teaching 50-minute lessons for students including administrative duties related to the classes taught.
- Attendance at all English department meetings, school wide training activities and other committee meetings.
- Student support for a variety of extracurricular activities including club activities and supplemental after school lessons.
- Other than scheduled classes, applicants are required to work a fixed number of Open School events and other special events as additional working days.

※ We are looking for a teacher at our school who can enthusiastically engage and contribute to the mission of our own English education program. Ideally, candidates will be interested in and possess the ability and experience necessary to help shape and create new, original styles and systems of English education.

※ Part time position responsibilities will be addressed on a per case basis.

2. Qualifications

Successful applicants must:

1. Hold a Bachelor's degree or higher in a TESOL/TEFL/TESL or English related field.
2. Have native English speaking proficiency.
3. Have experience teaching English in Japan to students of at least the junior high school level.
4. A Japanese speaking proficiency capable of communicating with departmental and office staff.
5. Specialized knowledge or experience in the use of ICT (In Class Technology).

※ Applicants must reside in Japan with a valid visa.

3. Documents for Application

- Curriculum vitae (including a list of previous work experiences) written in both English and Japanese.
- Necessary qualifications to stay and work in Japan including proof of such qualifications.
- An essay as to why you applied for this position and what you would like to achieve through this job in English. A translation into Japanese is not required, but appreciated. (approximately 1 page).
- Copies of certificates of other qualifications (TEFL, TESOL, JLPT certification etc.)

4. Application deadline / Place of submission

- Deadline : Friday, October 29th, 2021
- To submit an application for this position :

A hard copy of all required documents should be sent to:

- Principal Mr. Mitou Yoshiro
Onomichi Junior and Senior High school,

5548-10 Mukaishimachō, Onomichi City, Hiroshima prefecture 〒722-0073

※ Please write “Application for English Teacher” on the envelope and send it by registered mail (kanyi-kakitome) : 簡易書留

5. Selection process

- 1) Document evaluation
- 2) Applicants with appropriate documentation may be contacted for an interview (applicants will be contacted directly)
- 3) Selected applicants will be required to give a short 15 minutes demonstration English lesson covering an English grammatical concept of their choice

6. Term of a contract / Working hours

- First term of contract: April, 2022 to March 31st, 2023

First contracts are given on a one year basis. Upon completion of this initial contract, with a mutual agreement, the contract may be extended on a yearly basis up to a maximum of three years. Upon completion of a full three years, discussions for further employment may be possible.

- Working hours:

8:30 a.m. to 5:15 p.m. Monday through Friday,

8:30 a.m. to 12:30 p.m. In general, the first, third and fifth Saturday of every month. It should be noted that there are exceptions due to scheduling which may require flexibility on this point.

※ It should be noted that, while the required hours are those listed above, all employees are expected to stay until their duties are done for the day. Employees may be asked to take on duties outside of above listed hours.

7. Salary

- Monthly salary based on age and experience.

If you should have any questions or concerns, please contact, Yamasaki, the head of the English Department at the phone number below.

Phone : 0848-20-6612