



Job description	Posting date
English Teacher (part-time)	15 September 2020

### **Position**

Part-time English teacher for private Japanese elementary school

### **Location**

Neyagawa City, Osaka

### **Responsibilities**

#### Primary responsibility

Work collaboratively with Japanese co-teachers to prepare and teach approximately about 14~18 lessons per week to elementary school students.

Lesson content includes:

- English vocabulary and usage
- English conversation (listening and speaking)
- English pronunciation (including phonics)
- English reading and writing

#### Other responsibilities

- Assist with the selection and preparation of learning materials
- Prepare and grade assignments and tests
- Provide appropriate feedback to students and their parents/guardians in regards to students' academic performance
- Adhere to all applicable school policies regarding behavior, dress, etc.
- Serve as a positive role-model for all members of the school community
- Participate in periodic meetings with other teachers and administrators

### **Job requirements**

- Must be eligible to legally work in Japan;
- Must have a bachelors degree or higher (preferably from a university in an English-speaking country);
- Must be a fluent speaker of English with knowledge of how English usage varies around the world;
- Must be familiar with English language teaching pedagogy;
- Must have classroom teaching experience with elementary school-aged children (preferably including classes of 10 or more students);
- Must be able to deliver engaging lessons to groups of up to 33 students;
- Must be able and willing to work collaboratively with other teachers and administrators;
- Must be dedicated and hard-working;
- Must be flexible and resilient.

NOTE: It is not required that the candidate possess Japanese language skills.



However, since frequent interaction with Japanese teaching staff is expected, basic Japanese language skills would be beneficial.

In addition to the above requirements, the school prefers candidates that are:

- Friendly and easygoing;
- Familiar with Japanese customs and culture;
- Familiar with Japanese school life and the role of teachers;
- Proficient in the use of computer hardware and software (including MS-Word, PowerPoint, etc.); can make effective use of technology in the classroom and can mentor students in the effective use of technology to aid learning.

### **Working days & hours**

Working days and hours will be determined in accordance with the school's needs and the availability of the teacher.

### **Compensation**

- Monthly salary: approximately 190,400円～244,800円
- ※ Salary is determined in accordance with school policy and upon careful consideration of the candidate's teaching experience, abilities, and academic qualifications.
- Transportation expenses are reimbursed.

### **Contract term**

- Begins on 1 April 2021 and ends on 31 March 2022.
- May be renewed for one or more additional years based on good performance and mutual agreement of the teacher and school.

### **Address for application documents and Contact**

Address : 1 Taya-cho, Fukakusa Fushimi-ku, Kyoto-City 612-0878, Japan  
Seibo Jogakuin Human Resources Department (Jinji-ka)

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(9:00 am – 5:30 pm, Monday – Friday, Japanese Only)

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\* If you would like to contact us in English, please do so through e-mail.