



Job description	Posting date
English Teacher (part-time)	20 October 2022

### **Position**

Part-time English teacher for private Japanese junior-senior high school

### **Location**

Neyagawa City, Osaka

### **Responsibilities**

#### Primary responsibility

Work collaboratively with Japanese co-teachers to prepare and teach up to about 18 lessons per week to junior high school students.

Lesson content includes:

- English communication (about 18 classes a Weeks)

#### 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 experience teaching junior and/or senior high school students (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: In order to communicate with students and colleagues, it is desirable to have a Japanese language ability equivalent to a daily conversation.  
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 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 2023 and ends on 31 March 2024.
- 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)

Tel: +81 75 641 0507

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

E-mail: [saiyo2@seibo.ed.jp](mailto:saiyo2@seibo.ed.jp)

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