

Native-level English Teacher Needed at Showa Elementary School attached to Showa Women's University

■ Institute Information

Name of Institute	Educational Corporation Showa Women's University	URL	https://office.swu.ac.jp/
Address	Taishido 1-7-57, Setagaya-ku, Tokyo 154-8533		
Description of Business	Provider of total education system from kindergarten to graduate programs		
Founded	September 1920	Representative	Mariko Bando, Chancellor
Closest Station	7-minute walk from Sangenjaya Station (Tokyu Den-entoshi Line or Setagaya Line) 1-minute walk from Showa Women's University Bus Stop		

■ Conditions of Employment

Ideal Candidate	An individual who can work cooperatively, conscientiously and enthusiastically based on the school philosophy.		
Employment Status	Full-time native-level Elementary School English teacher	Number of positions	1
Term of Contract	1 year (April 1, 2020 - March 31, 2021) Contract may be renewed for a maximum of two times (until March 31, 2023) at employer's discretion.		
Place of work	Showa Elementary School https://es.swu.ac.jp/ ◆ Elementary School: Student capacity: 720, Full Time Teachers: 34, Full Time Admin Staff: 3 (As of May 1st, 2019)		
Job Description	<ol style="list-style-type: none"> 1. Preparing for and teaching lessons (in line with MEXT's Course of Study), as well as tasks incidental thereto. (This is not an ALT position; the teacher will be teaching approximately eighteen 45-minute lessons each week on his/her own.) 2. Performing various school duties pertaining to the improvement of student achievement including exam preparations and assessment of exam results. 3. Accompanying school trips with students. (Overseas travel may also be required. Some trips may take place during school holidays.) 4. Attending school events and staff meetings. 5. Other tasks and projects designated by the Principal, Vice Principal, Head Teacher, or Head of English. Tasks include administering of entrance exams, public relations, and coordination work with various organizations on and off campus. 		
Working Conditions	<p>Working days and hours are based on the calendar of events and class schedules.</p> <ol style="list-style-type: none"> 1. Working days: Five days per week (Monday to Friday, occasional work scheduled on holidays such as Sports Day based on school calendar) 2. Working hours: 8:00am to 4:30pm (with 60-minute break), Work shift staggered occasionally. 3. Non-working Days: <ol style="list-style-type: none"> (1) Two days per week (2) National holidays, Founding Day of the University, year-end and new year holidays, and other days specified by the employer (3) Long term recesses (summer, winter and spring) Some overnight school trips will take place during said recesses. 4. Holidays: <ol style="list-style-type: none"> (1) Annual paid leave: 15 days for the first year (25 days from the second year onwards) Of the total annual paid leave, 5 days will be specified by the employer to be taken during the summer holidays. (2) Leave for maternal protection, nursing care, maternity, childcare and other special leave system 		

Remuneration	<p>1. Salary: in accordance with employee wage administration regulation. Annual salary will be calculated based on applicant's highest level of schooling and teaching history.</p> <p>(1) Monthly Salary: Between 429,600 yen and 487,700 yen (Salary will vary with age: in this model, between 30 and 49 years of age)</p> <p>(2) Transportation Allowance: Actual costs for travel to work (up to 50,000 yen per month in accordance with school regulations)</p> <p>(3) Other Benefits and Allowances: Overtime pay in accordance with school regulations</p> <p>2. Bonuses: The annual salary can be paid either monthly without bonus, or split in 17 (if the applicant prefers being paid a bonus worth five months of salary) and paid accordingly.</p> <p>3. Retirement Package: None</p> <p>4. Health and Welfare Benefits: Private School Mutual Aid (health insurance, pension, facility usage), employment insurance, workers' accident compensation insurance, and more</p> <p>5. Probationary Period: 1 year from start of employment (All benefits and compensation mentioned above will be applied during said period.)</p>
Qualifications	<p>1. Valid working visa during the contracted period mentioned above</p> <p>2. Native English speaking ability; or ability to function at a level equivalent to that of a native speaker of English</p> <p>3. Ability to communicate in Japanese in day-to-day situations; take part in meetings in Japanese; create documents such as reports in Japanese. Not required but preferred.</p> <p>4. M.A. or B.A. (If degree is not in TEFL/TESOL, applicants can furnish relevant certificates.)</p>

■ How to Apply

Applications	<p>1. Resume / CV with recent photo and DOB (A4 size, free format, English accepted)</p> <p>2. Personal Statement (A4 size, free format, English accepted)</p>
Apply to	<p>Ms. Mitsuko Nakayama, Vice Principal Showa Elementary School attached to Showa Women's University E-mail: m-nakayama@swu.ac.jp</p>
Application Deadline	Monday, January 20, 2020
Remarks	<p>1. Showa Women's University shall not use any personal information submitted by the applicant except for the purpose of assessing the applicant based on the Act on the Protection of Personal Information.</p> <p>2. In the event an applicant is not hired, Showa Women's University shall responsibly destroy all of her/his application documents, and shall not return said documents to the applicant.</p>

■ Other

Selection Process	<p>1. First screening: Candidates will be shortlisted upon screening of documents submitted by applicants.</p> <p>(1) Date of first screening: Friday, January 10th, 2020 onwards on an as needed basis</p> <p>2. Second screening: Shortlisted candidates will be interviewed and / or asked to conduct a demo lesson.</p> <p>(1) Eligible individuals: Shortlisted candidates</p> <p>(2) Date of second screening: Last two weeks of January 2020 planned</p> <p>Eligible individuals will be notified via email. Interview and / or demo lesson will take approximately one hour.</p> <p>(3) Documents to be submitted during interview</p> <p>a) Copy of Residence Card</p> <p>b) Temporary Work Permission from the Immigration Office (if applicable)</p> <p>c) Copy of a valid teaching license (if applicable)</p> <p>The process and criteria of selection may change depending on applications received.</p>
Selection Date	Screening dates will be informed individually to eligible individuals.
Additional documents to be submitted after official job offer	<p>1. Certificate of Graduation (undergraduate), or Certificate of Completion if the applicant has a graduate degree</p> <p>2. Certificate of Employment (from applicant's previous employer)</p> <p>3. Copy of Certificate of Residence</p> <p>4. Medical examination report (Employer to decide what the health check involves.)</p> <p>5. TEFL/TESOL certificates (for those who possess them)</p> <p>6. Other relevant documents</p>
For more information	Contact personnel in charge of recruiting mentioned above.
Remarks	<p>1. Selection results will be notified individually via email or post.</p> <p>2. The applicant is responsible for all travel costs incurred during the selection process.</p>