

Waseda University Junior and Senior High School

Seeking a Full-time Teacher

April 25, 2019

(School Information)

1. School: Waseda University Junior and Senior High School
2. University President: Aiji Tanaka
3. School Principal: Hideho Motosugi
4. School Address: 3-31-1 Kamishakujii, Nerima-ku, Tokyo, 177-0044

(Job Posting)

1. Job Title: Full-time teacher for the boys' Junior and Senior High School of Waseda University
2. Subject: English
3. Number of Positions Available: 1 native speaker of English
4. Salary and Benefits: According to Waseda University Guidelines
5. Starting Date of Employment: April 1, 2020
6. Work Responsibilities:
 - (1) Subjects to be taught: Core English classes and Comprehensive classes
 - (2) Additional English-related Duties: Admissions and testing, English-language curriculum development, and other English department duties
 - (3) School-related Duties: Admissions and testing, Administrative work, Student-related matters
 - (4) International Exchanges
 - (5) Other work duties assigned according to the University/School regulations
7. Qualifications:
 - (1) Native speaker of English
 - (2) An understanding of junior and senior high school education, a passion for teaching, sound mental and physical condition
 - (3) Either a Master's Degree (in hand, or expected by the end of March 2020) *or* a Bachelor's Degree
 - (4) A minimum of two years teaching English at elementary, junior or senior high schools in Japan (including part time positions, or as an ALT)
 - (5) Specialized knowledge and experience of English and willingness to obtain a Specialized Teaching Certificate (Application process facilitated by the school)
 - (6) Adequate command of Japanese
8. Application Deadline: Must be received by June 12, 2019
9. Documents to be submitted:
 - (1) CV Both (a) and (b)
 - (a) Handwritten in Japanese (Use the standard Japanese job application form, with photograph attached.)
 - (b) Typed in English

- (2) A copy of all academic transcripts showing degree(s) obtained and date(s) of graduation
- (3) A copy of any teaching licenses, (where applicable), indicating all subjects for which they are relevant
(Also a copy of the back of the license if there is additional information)
- (4) A copy of (a) working visa, (b) foreigners' registration card and (c) passport
- (5) A list of any academic publications and presentations
- (6) Details of teaching experience including subjects, number of classes, club activities, etc.
- (7) Essay: (A4 size paper, typed)
Title: "An ideal English Teacher" Write about your goals as a teacher and the steps you have taken/ hope to take to achieve them. To be written in English, approximately 1000 words.
(1)(b), (5)(6)(7): Free format

10. Address of Document Submission:

Koichi Anada, Associate Principal of Waseda University Senior High School
Waseda University Junior and Senior High School
3-31-1 Kamishakujii, Nerima-ku, Tokyo, 177-0044

* Send applications only by **registered mail** (Applications in person will not be accepted).

11. Additional Information:

- (1) For any further information, please contact: applicant@list.waseda.jp
- (2) Any inquiries and replies will be handled only by email.
- (3) All application materials will not be returned. Your information and application will be kept confidential.
- (4) Provisional Schedule: Mid June: Screening of documents, Latter part of June: First interview, July: Second interview
- (5) Applicants will be asked to conduct a model lesson at the first interview.
- (6) Interviews will be conducted partly in Japanese.
- (7) Transportation fees will not be reimbursed.
- (8) Waseda University is committed to enhancing the diversity of its faculty in order to promote globalization and gender equality on campus. In all matters, related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.