

Job Announcement  
 Seikei Institute for International Studies, Seikei Gakuen  
 Full-Time Instructor for AY2024 Elementary School English Courses

Hiring Organization	Employer	Seikei Gakuen
	Representative	KOBAYASHI Ken, Chief Executive Director
	Industry	Education and Research
	URL	<a href="https://www.seikei.ac.jp/gakuen/eng/">https://www.seikei.ac.jp/gakuen/eng/</a>
Work Location	Institution	Seikei Gakuen (Seikei Elementary School)
	Department	Seikei Institute for International Studies
	Address	3-3-1 Kichijoji-kitamachi, Musashino-shi, Tokyo 180-8633
	Access	Kichijoji Station (JR Chuo Line, Sobu Line or Keio Inokashira Line) Take KANTO Bus from the North Exit bus depot (No.1 or No.2) at Kichijoji Station. After approx. 5 mins., get off at Seikeigakuen-mae bus stop. Approx.15 mins. on foot from Kichijoji Station.
	URL	<a href="https://elementary.seikei.ac.jp/">https://elementary.seikei.ac.jp/</a>
Working Conditions	Working hours	Time necessary for the fulfillment of duties not exceeding 40 hours per week.
	Holidays	Sundays, National Holidays, New Year's Holidays, Other days determined by Seikei Gakuen
	Smoking policy	Smoking is only allowed in designated smoking areas on campus. The school is working towards implementing a campus-wide non-smoking policy.
Employment Conditions	Hiring date	April 1, 2024
	Term of office	In principle, one year (The contract may be renewed each year for a maximum of five years in total.)
	Probation period	None
	Job description	The successful candidate will be required to engage in English teaching and related research with a focus on developing communication skills at Seikei Gakuen, and in assisting with the administrative duties at the Institute. The successful candidate will be required to teach a standard number of classes (16 classes per week, each of 45 minutes) and perform other duties as assigned by the Institute Director. The candidate will be expected to be on campus 4 days per week. Depending on the qualifications and experience of the candidate, classes may be taught under the supervision of a class teacher.
	Research field	English education (TESOL), Cross-cultural communication or related fields
	Subjects to teach	English classes at Seikei Elementary School

	Qualifications	<p>1. Applicants should have teaching experience as full- or part-time English teachers, or have an equivalent teaching history.</p> <p>2. Applicants should have research experience in the field of English education or English language studies.</p> <p>3. Applicants should be native English speakers or have equivalent English ability.</p>		
	Job type	Associate Lecturer (Full-time)	No. of openings	1
Compensation	Financial compensation	<p>(1) Salary: ¥300,000 or ¥350,000 or ¥400,000 per month based on experience,</p> <p>(2) Transportation expenses: Those commuting over 2km each way will be paid the equivalent cost of a six month commuter pass in April and October (up to ¥300,000 each).</p> <p>(3) Allowances: Additional allowances will be paid for classes taught over the standard number of classes</p> <p>(4) Pay day: 20<sup>th</sup> of every month</p> <p>(5) Method of payment: Bank transfer</p> <p>(6) Tax deduction: Income tax, Resident tax, Social insurance premium</p> <p>(7) Yearly raise: In principle, none</p> <p>(8) Bonus: To be paid in accordance with the finances of the institution and individual work performance</p> <p>(9) Severance Pay: None</p>		
	Research support	<p>Annual individual research budget</p> <p>Shared office space</p> <p>Joint research project budget</p>		
	Social insurance etc.	<p>Social insurance:</p> <p>Health insurance: The Mitsubishi Health Insurance Society</p> <p>Pension: Promotion and Mutual Aid Corporation for Private Schools of Japan</p> <p>Employment insurance</p> <p>Industrial accident insurance</p>		
	Additional benefits	<p>Welfare services provided by The Mitsubishi Health Insurance Society and Promotion and Mutual Aid Corporation for Private Schools of Japan</p>		

Application Process	Application materials	<p>The application must include the following materials in either English or Japanese, in Word, Excel or PDF format (*it is not necessary to submit documents in both languages):</p> <ol style="list-style-type: none"> <li>1. CV and English teaching history/employment history Please use the designated format, which can be downloaded from the following URL: <a href="https://www.seikei.ac.jp/gakuen/target/recruit/elementary.html">https://www.seikei.ac.jp/gakuen/target/recruit/elementary.html</a> (Please include a photo and an email address. Recommendation letters are not required; however, you may include the contact details of up to two referees in the “Special Notes” section. Please do not use a font size smaller than 10 point.)</li> <li>2. Copies of all diplomas and academic transcripts from your undergraduate studies and beyond. (Photocopies are acceptable)</li> <li>3. An outline of your aspirations regarding teaching at Seikei Elementary School, with an introduction to your research and teaching background. Free format; approximately one A4 page.</li> <li>4. The following materials will also be considered if submitted. One copy of a main research paper and an abstract; approximately one A4 page. Copies of teaching certificates.</li> </ol> <p>*Applicants may be disqualified if the submitted documents are incomplete. *Although your application documents will not be returned, the application information will be appropriately managed by the Institute.</p>
	Application deadline	Friday, September 1, 2023 (Application materials must arrive by the deadline)
	Notice for submitting documents	<p>All materials should be sent as attachments to the designated email address for application submission given below. If documents exceed 5MB in total, please send them in separate emails, each not exceeding 5MB in size. You will receive an email acknowledging receipt of your application within two weeks of submission. If you do not receive such an email within that time, please write to the inquiry email address given in the contact information below.</p> <p>Subject heading: Full Time Instructor (Elementary) Recruitment: [name] <i>Example: Full Time Instructor (Elementary) Recruitment: Seikei Taro</i> Application submission address: <a href="mailto:siis-recruit@jc.seikei.ac.jp">siis-recruit@jc.seikei.ac.jp</a></p>
	Contact Information	e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>

	<p>Selection and Schedule</p>	<p>After the initial screening of the application materials, short-listed candidates will be invited for an interview. Applicants may be asked to give a presentation. Transportation expenses will not be provided for the interview.</p> <p>[Schedule]</p> <ol style="list-style-type: none"> <li>1. Preliminary screening (application documents only) Results will be communicated by the end of September.</li> <li>2. Second screening (mock lesson and interview: in person) Expected to be held in person on Saturday, September 30. (May be subject to change.) Details will be sent to applicants who successfully pass the preliminary screening.</li> <li>3. Third screening (interview: in person or online) Expected to be held between Tuesday, October 3 and Tuesday, October 10. Successful applicants from the second screening will be contacted individually.</li> <li>4. Final selection confirmation expected by the end of November.</li> </ol>
<p>Notes</p>	<p>Note</p>	<p>For further information concerning the application and position, e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>. Please include “Regarding SIIS full-time instructor position (Elementary)” in the subject line. Enquiries by phone will not be accepted.</p> <p>*Please note that the school will be closed on certain dates in August; therefore, it may take some time for us to reply.</p> <p><a href="https://www.seikei.ac.jp/gakuen/important/2023/15310.html">https://www.seikei.ac.jp/gakuen/important/2023/15310.html</a></p>