



## **TOKIWAMATSU GAKUEN JUNIOR AND SENIOR HIGH SCHOOL**

### **Full-Time Native-level English Teacher Required for Junior/Senior High School**

Tokiwamatsu Gakuen, a private girls' Junior and Senior High School in Tokyo, is seeking a native-level English teacher to join our team full-time from April 2025.

#### **Position Overviews**

We are looking for an enthusiastic teacher with experience in Japanese Junior and/or Senior High School English education, and a passion for communicative teaching and global education. Team-teaching experience, basic Japanese ability, and an interest in a long-term commitment are highly preferred.

#### **Requirements**

- Must have native English-level proficiency
- Must currently reside in Japan and hold a valid working visa.
- Must be available for a face-to-face interview on Saturday, February 22.
- Available to work on Saturdays.
- Teaching experience in Japanese Junior and/or Senior High School is preferred.
- Must be an enthusiastic individual with invested interest in communicative teaching and global issues

#### **Job Details**

- the new teacher will be teaching both junior and senior high school
- working days: Mon – Sat (1 weekly day off during the week)
- job duties:
  1. teaching 15 or 16 lessons per week, making tests and grading
  2. making and marking entrance exams
  3. assisting extra-curricular activities, including overseas programs, clubs, school trips, after-school lessons and/or tutoring
  4. working with school PR department
  5. attending staff meetings, school events, open school events, and any other duties deemed suitable by your supervisor

#### **Benefits**

- Competitive salary: Approx. ¥250,000–350,000/month. (incl. tax, excl. potential bonus and commuting fee)  
**\*salary depends on age and teaching experiences**
- Highly Supportive teaching environment with excellent teamwork and interesting programs.
- Opportunities to grow as an educator through team teaching.

## Application Process

Interested applicants are required to complete the following steps:

1. Questionnaire: Before submitting documents, candidates must complete a short questionnaire via Forms. <https://forms.office.com/r/RELxCBDijN>
2. Required Documents: Send the following documents via email (in PDF format):
  - A resume with contact information and details of experience and qualifications.
  - A photocopy of your diploma and/or teaching qualification.

Please send the required documents to:  
Ms. Nami IWATANI  
English Department,  
Tokiwamatsu Gakuen Junior and Senior High School  
Email: [n\\_iwatani@tokiwamatsu.ac.jp](mailto:n_iwatani@tokiwamatsu.ac.jp)  
\*Subject\*: Application for English Language Teacher



## Important Notes

- **The application deadline is February 12<sup>th</sup>, 2025.**
- Any inquiries will be handled via email. Please do not call the school.
- Selected candidates will be contacted after screening and informed of the next steps, including the face-to-face interview date: Saturday, February 22.

We look forward to your application!

January 25, 2025

English Department

Tokiwamatsu Gakuen Junior and Senior High School

School Website: <https://tokiwamatsu.ac.jp/>