

# Full-Time Tenured English Teacher

## Keio Yokohama Elementary School

Keio Yokohama Elementary School, newly established in 2013 by Keio University, is seeking applicants for a full-time English teaching position in our English for Global Communication department. Our students go on to Keio Shonan-Fujisawa Junior and Senior High School and Keio University, one of the most competitive private universities in Japan. More information is available at [www.yokohama-e.keio.ac.jp/en/](http://www.yokohama-e.keio.ac.jp/en/)

<b>Contract</b>	From April 1, 2019 (Tenure with no contract limit)
<b>Salary</b>	Based on age, experience and qualifications
<b>Benefits</b>	Insurance, commuting allowance, annual book allowance
<b>Duties</b>	Teach up to 18 periods of 45 minutes per week. Work 5 days a week, with Sunday and one other day off, and occasionally on holidays for school events. Perform homeroom responsibilities as needed. Participate in faculty meetings and non-teaching duties in Japanese. Supervise club activities. Assess students in accordance with school guidelines, including writing evaluative comments in Japanese. Participate in school events such as school trips and sports days. Play an active role in departmental functions such as curriculum development and coordination of after school and international exchange programs.
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"><li>• Native level or near-native level speaker of English</li><li>• MA in TESOL or related field, or a Japanese government-issued teaching license for primary or junior/senior high school. Degrees or licenses to be conferred by the start date are acceptable. Other equivalent qualifications may be considered as well.</li><li>• Conversational and written Japanese ability sufficient for the duties described above</li><li>• English teaching experience at the elementary or secondary school level in Japan a strong advantage</li></ul>
<b>Application Materials</b>	<ol style="list-style-type: none"><li>1. Cover letter</li><li>2. Curriculum vitae, including email address, cell phone number, details of past teaching and curriculum/materials development experience, and publications and presentations, if any</li><li>3. Typed essay in Japanese (700-800 characters) <u>and</u> also in English (400-500 words) on the following issue: <i>"How should elementary school English be taught? What's vital?"</i></li><li>4. Transcripts from all post-secondary schools attended*†</li><li>5. At least one letter of recommendation addressed to our Headmaster from a recent employer or professor familiar with your performance or potential as an educator*†</li><li>6. Copy of MA diploma or teacher's license, or proof of expected diploma/license*</li><li>7. Results of a health examination taken within the past year*</li></ol>
	<p><i>Note: *If you cannot send any items with an * by the deadline, please explain in the cover letter.</i> <i>†Must be signed originals, not copies.</i> <i>Application materials will not be returned.</i></p>
<b>Deadline &amp; Schedule</b>	Application materials must arrive by August 6, 2018. Interviews to be held in September and October. Travel expenses must be borne by the applicant. Final results will be emailed by the end of October.
<b>Send to</b>	English for Global Communication Keio Yokohama Elementary School 3-1-3 Azamino-Minami, Aoba-ku, Yokohama, Kanagawa, Japan 225-0012

Please feel free to contact us with questions: TEL 045-507-8441 EMAIL [yes-gc-group@keio.jp](mailto:yes-gc-group@keio.jp)