

## **Full-Time Tenured English Teacher Keio Yokohama Elementary School**

Keio Yokohama Elementary School, 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. More information is available at [www.yokohama-e.keio.ac.jp/en/](http://www.yokohama-e.keio.ac.jp/en/)

1. **Position Available:** Tenured Instructor, English for Global Communication Department
  - 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 and supervise club activities as needed.
  - Participate in faculty meetings and non-teaching duties in Japanese.
  - Assess students in accordance with school guidelines, including writing evaluative comments in Japanese.
  - Participate in school events such as school trips and entrance testing.
  - Play an active role in departmental functions such as curriculum development and coordination of after-school and international exchange programmes.
  
2. **Qualifications & Requirements:**
  - ① Advanced English proficiency, including pronunciation, to be a model for our students.
  - ② In principle, a Master's degree in TESOL (Teaching English as a Second Language) or a related field, or a teaching qualification in elementary or junior/senior high school (English) (including those to be conferred by the end of March 2024). However, applicants with other equivalent qualifications or experience may also be considered.  
\*If you have special circumstances, please indicate so in your application.
  - ③ Sufficient spoken and written Japanese to carry out all school duties, including writing letters to parents and report card comments.
  - ④ Ability to use ICT tools such as iPads, e-textbooks, Google Classroom, etc. in foreign language teaching and create teaching materials for this purpose is preferred.
  - ⑤ Ability to contribute to international exchange programmes, including coordination of and chaperoning students on short-term exchange programmes abroad, as well as a passion for educating global citizens.
  
3. **Application Materials: (1 of each of the following)**  
**On Paper**
  - ① Cover letter (including reasons for applying) and curriculum vitae. Both must be in English and any format is acceptable.
  - ② List of achievements. (Please include not only research achievements but also those related to teaching and practical experience. This may be part of your CV or separate.)
  - ③ Copies of any teaching licences or certificates of expected acquisition.
  - ④ University transcripts. (Those who have completed postgraduate studies should also submit their postgraduate transcripts.)
  - ⑤ Letter of recommendation addressed to the Headmaster of Keio Yokohama Elementary School. The letter of recommendation is expected to be written by someone who knows the applicant well and specifically about the applicant's qualifications, aptitude, training, experience and enthusiasm as a teacher. Any format is acceptable, but the letter must be signed by the referee.

- ⑥ Typed essay in Japanese (700-800 characters) and also in English (400-500 words) on the following topic: 'What is vital in a global communication curriculum at the primary school level?'
- ⑦ Health check results. (Must include a chest X-ray. A copy of the results of a regular health check taken within the past year is acceptable and can be brought on the day of the interview).
- ⑧ Consent form for background check. (Please download from the school's website). \*Background checks may be carried out by the University or an external contractor for applicants in the second round of screening. Applicants will be contacted prior to any background checks. Please fill out and submit the consent form and relevant personal details provided at this time.  
\*Submitted documents will not be returned, but will not be used for any purpose other than the selection process and will be disposed of appropriately after use.

**Digital** (By email to [yes-gc-group@keio.jp](mailto:yes-gc-group@keio.jp))

- ① Please send your cover letter, including reasons for applying, in the body of your email, attaching your CV.
- ② In this email, please include a link to a video file including your self-introduction in both English and Japanese, about 1 minute each, and not exceeding 2 minutes total.

4. **Application Deadline:**
- All materials must arrive by Friday, 28 June, 2024.
  - Digital materials via email may be sent as early as you like.

5. **Application Address:**
- Mr Takano  
Head of Administration  
Keio Yokohama Elementary School  
3-1-3 Azamino-Minami, Aoba Ward  
Yokohama, Kanagawa, JAPAN 225-0012  
\*On the envelope, please write in red ink 'Full-Time English Teacher  
Application enclosed' and send by registered mail.

6. **Application Process:**
- After screening documents, applicants will be informed of the results by early July. Applicants who pass the document screening will be invited to a first-round interview at Keio Yokohama Elementary School in July, including conducting a mock lesson activity (English). Applicants who pass the first-round interviews will then be invited to attend a second and third round of interviews from late July to early September. The final decision will be made by the middle of September. Applicants must bear their own transportation costs for the interviews. Depending on the selection process, a fixed-term contract may be offered initially.

7. **Contract Commencement:** 1 April, 2025
- \*In the case a fixed-term contract is offered, the initial contract period is from 1 April, 2025 to 31 March, 2026. The contract is for one year and can be renewed by mutual agreement for a maximum term of three years. Subject to review, there is a possibility of appointment as a full-time tenured teacher after this term.

8. **Salary & Benefits:** Paid in accordance with Keio University rules & regulations.

**Enquiries:** Email: [yes-saiyo@adst.keio.ac.jp](mailto:yes-saiyo@adst.keio.ac.jp)

Telephone: 045-507-8441