Job Announcement: Part-Time Native English Teacher

Shibaura Institute of Technology Kashiwa Junior and Senior High School

Position Title: Part-Time Native English Teacher

Start Date: April 1, 2027 (FY2027)

About Us:
Shibaura Institute of Technology Kashiwa Junior and Senior High School is a co-educational school guided by our founding philosophy: *"Developing Creativity and Expressing Individuality."* We welcome enthusiastic applicants who are eager to contribute to a wide range of educational activities based on our core principles.

Qualifications:

1. Applicants must have a valid status of residence that permits them to work in Japan or be eligible to obtain an appropriate status of residence before starting employment.
2. Teaching experience at junior high or senior high schools in Japan is preferred.
3. Japanese language proficiency is preferred.

Employment Terms & Conditions (FY2026 Reference):

- Teaching Hours & Days: 4 days a week (Mon, Tue, Wed, Fri) / Minimum 15 hours per week
- Salary: ¥14,000 – ¥18,000 per month per weekly class period (commensurate with experience).
  e.g. 10 class periods per week would correspond to ¥140,000 – ¥180,000 per month.
- Commutation Allowance: Paid in accordance with the *Shibaura Institute of Technology Compensation Regulations*.
- Full health insurance covered (including the Mutual Aid Association of Private School Personnel)

Job Responsibilities

- Independently teach English conversation classes to junior high school students.
- Take responsibility for assigned groups of students, with regular classes divided into two smaller groups.
- Conduct lessons using the school's established curriculum and teaching materials.
- Encourage students to develop confidence, fluency, and practical English communication skills.
- Improve existing lesson material if needed or provide your own materials.
- Assess and provide feedback on students' speaking and communication skills.

Required Application Documents

1. Resume / CV (Email address required)
2. Personal Statement highlighting your teaching experience, skills, and strengths (No longer than 1 page of A4 size paper)

Application Deadline: Must arrive by Tuesday, November 24, 2026

Submission Guidelines:
Please send application materials via Registered Mail (簡易書留 *(Kan'i Kakitome)* is acceptable) or Letter Pack to the following address:

Attention: Vice Principal Takeshi Miwa

Shibaura Institute of Technology Kashiwa Junior and Senior High School
700 Masuo, Kashiwa-shi, Chiba 277-0033, Japan

- *Please write "Application for Part-Time English Teacher Position" in red ink on the front of the envelope.*
- *Application documents will not be returned. All personal information provided will be used strictly for the selection process and will be securely destroyed after recruitment is completed.*

Inquiries:
Shibaura Institute of Technology Kashiwa Junior and Senior High School
TEL: 04-7174-3100
- Recruitment & General School Matters:
  Vice Principal Takeshi Miwa (miwatake@ka.shibaura-it.ac.jp)
- English Department Matters:
  Head of English Department Masaaki Miyake (miyakema@ka.shibaura-it.ac.jp)

Selection Process:
- 1st Stage: Document Screening (Conducted on a rolling basis as applications arrive)
- 2nd Stage: Interview (Successful applicants from the first stage will be notified of the schedule via email), (Demo lesson, if necessary)

Remarks (Special Notes)
Please review the contents (available in Japanese only).

If you need to discuss the examination schedule, please contact Mr. Miwa in advance.