Recruiting Part-Time Native English Teachers for Elementary School English Support Course for Academic Year 2027

1　Qualifications: Those of foreign nationality and who meet the following requirements.

The candidate should be one:

(1) Who holds a teacher's certificate from Japan or another country, or one who does not have a teacher's certificate but has a comparative level of teaching skills and experience.

(2) Who has experience teaching Elementary School children in Japan or abroad.

(3) Who is able to do the following ①～④ smoothly.

① Daily conversation in Japanese and English

② Teaching subjects in English

③ Communication with staff in Japanese

④ Translating letters from the school for foreign parents

(4) Who understands and has a passion for international education in Minato City public schools.

2　Employment Period:

April 1, 2027 to March 31, 2028, in principle (There is a trial period.)

*Please be aware that early recruitment may be conducted during academic year 2026. Should this occur, you will be contacted individually.

3　Selection Process:

(1) First selection: Applicant screening

Application Documents:

1. Resume with a photo taken within the last 3 months.
2. Cover Letter: "Why do you wish to apply for this job?"
   About 400 words, free format, in English and Japanese
   (We will ask you to submit your certificates after the second selection stage.)
3. Deadline for Application**:** October 30, 2026 to 5:00 p.m. on November 27, 2026

(2) Second selection: Interview (only those who passed the first selection stage)

4　How to apply:

(1) Please apply online or by post to the below address.

When applying by post, please write "Applying for Part-Time Native English Teachers for English Support Course " clearly on the envelope in red and send by registered post.

(Must arrive by November 27 (Mon.))

You can apply on the Minato City website and via the two-dimensional barcode on the right.

(2) Period: October 30 to 5:00 p.m. on November 27, 2026

5　Working Conditions:

(1) Wages: An hourly wage will be paid according to Minato City's regulations and rules for instructors working in Minato City public elementary schools.
Example of yearly wage from 2026 (Including to regional allowance equivalent amount) ¥2,029/h - ¥3,619/h (subject to years of experience as a teacher)
Transportation fees (maximum ¥,150,000 per month) will be provided.
If the requirements are met, an end of term bonus and diligence bonus will also be paid.
Salaries are based on work performance and paid the following month. (e.g. the salary for work performed in April will be paid in May.)

(2) 5 days a week from Monday to Friday (35 hours or less /week)
Saturday classes are held 2 times per month (regular working days)

(3) If the requirements are met, you must enroll in the social insurance system.

(4) Work Place**:**　① or ②

① Minato City Higashimachi Elementary School
1-8-11 Minami-azabu, Minato City
The nearest station: Azabujuban Station (Toei Oedo Line or Tokyo Metro Nanboku Line)

② Minato City Nanzan Elementary School
3-8-15 Motoazabu, Minato City
The nearest station: Azabujuban Station (Toei Oedo Line or Tokyo Metro Nanboku Line)

(5) Job Duties:

1. Assisting in international classes with a Japanese homeroom teacher as an international class teacher.
2. Team teaching subjects involving practical skills (science, music, arts & crafts, P.E. and home economics) in English with a Japanese homeroom teacher.
3. Teaching math, languages and arts to small groups of foreign students in English according to the Japanese curriculum. Teaching basic English to small groups of students so that they can study math, science and social studies in English.
4. Teaching basic Japanese to foreign students.
5. Drawing up yearly lesson plans, teaching materials, English report cards, etc. related to the educational guidance of foreign students.
6. Translating letters from the school or PTA for foreign parents.
7. Advising foreign students and parents on school matters.
8. Other tasks assigned by the Minato City Secretariat of the Board of Education that are related to international classes.

6 Special Provisions

(1) Pursuant to the Act on Measures to Prevent Child Sexual Violence, etc. by School Establishers, etc. and Private Education and Childcare Providers (Act No. 69 of 2024; hereinafter referred to as the "Prevention of Sexual Violence against Children Act"), which is scheduled to come into force on December 25, 2026, the existence or absence of any conviction for a specified sexual offense

will be verified.

(2) If an individual has a criminal record for a specified sexual offense, measures will be taken in accordance with the Child Sexual Violence Prevention Act, including prohibiting the individual from engaging in the services covered by this contract.

Contact:

Minato City Hall, 7th Floor, Room #709
Minato City Secretariat of the Board of Education,
School Education Department, Educational Personnel Planning Section
1-5-25 Shibakoen, Minato City 105-8511
TEL: (03) 3578-2833