

Joshibi High School of Art and Design
Application Guidelines for Native English Teachers for the 2024 School Year

Job Title	Full-time Teacher A or Part-time Teacher
Subjects	English (mainly in charge of ART ENGLISH) *ART ENGLISH is a class for learning art expression in English class.
Number of Openings	2 openings
Eligibility for Application	<ol style="list-style-type: none"> 1 Native speaker of English or as fluent as a native speaker. 2 Graduated from a university (or post-graduate school), interested in fine arts and able to teach classes related to fine arts in English. 3 Works well with others, team player.
Contract Period	April 1, 2024 - March 31, 2025 Contract may be renewed.
Documents to be Submitted	CV format (with photo) 1 copy Copy of university (including post-graduate studies if applicable) diploma
Submission Deadline	Must arrive by mail no later than Friday, October 6, 2023.
Selection Process	<p>Preliminary selection: Document screening</p> <ul style="list-style-type: none"> ● Successful applicants will be notified by phone on Tuesday, October 10, 2023. <p>Second round: October 14, 2023 (Saturday) Interview.</p> <ul style="list-style-type: none"> ● The second round of selection will consist of an interview and a mock class. The mock class will last 10 minutes, but please bring a lesson plan for a 50-minute class. The theme of the mock class is "texture". ● The results of the second round (final selection) will be notified by mail on or after the day following the date of the interview.
Salaries, etc.	<p>Full-time teacher A</p> <ol style="list-style-type: none"> 1) Basic salary: 335,300 yen/month <ul style="list-style-type: none"> ● The amount of 15% of the base salary shall be included as the amount equivalent to the year-end allowance, and the year-end allowance shall not be paid separately from the base salary. 2) Commuting allowance, overtime allowance, etc. <ul style="list-style-type: none"> ● Includes social insurance, accident compensation insurance, employment insurance, health insurance and pension insurance <hr/> <p>Part-time teacher</p> <ol style="list-style-type: none"> 1) Teacher's salary: 4,210 yen per hour (according to the school's regulations) 2) Transportation expenses will be paid (commuting routes, maximum limit, etc. will be based by the school's regulations). 3) Social insurance and accident compensation insurance are included (Employment insurance, health insurance and pension insurance not included)
Employment Conditions	<p>Full-time teacher A</p> <ol style="list-style-type: none"> 1) Working hours: Variable working hours per year based on agreed schedule (Normally 8:15 a.m. ~) 2) Days off / Holidays: 2 days off a week including Sundays, national holidays, year-end and New Year holidays, founding anniversary, and

	<p>holidays specified in the annual work schedule</p> <p>3) Vacation: Annual paid leave, bereavement, marriage, childbirth, and various other leaves of absence</p> <hr/> <p>Part-time teacher</p> <p>1) Working days and hours: Class days and hours of the commissioned subject (including the time for grading and other incidental work)</p> <p>2) Days off / Holidays: Days other than working days (including holidays stipulated in the Part-time Faculty/Staff Employment Regulations)</p> <p>3) No overtime nor holiday work</p>
Submit documents to	<p>Osamu Nakamura, Vice Principal Joshibi High School of Art and Design 1-49-8 Wada, Suginami-ku, Tokyo 166-8538 Contact: 03-5340-4540</p>
Other	<p>1. Application documents must be sent by "Registered Mail" with "Application for Native English Teacher" written in red on the envelope.</p> <ul style="list-style-type: none"> ● Application materials will be used for this recruitment only. They will not be returned. Please note that the school will be responsible for destroying all application materials received. <p>2. Transportation expenses for interviews will not be provided.</p>