English Instructor, Tokyo Jogakkan Primary School

Tokyo Jogakkan, a prestigious all-girls school established 138 years ago, is seeking a native English-speaking instructor for a part-time teaching position.

Job Details:
Position: Part-time English teacher
Contract: Renewable annually by mutual consent
Salary: Based on Tokyo Jogakkan criteria

Duties (part-time):
1. Prepare and conduct English classes.
2. Engage in departmental responsibilities, including curriculum development, exam creation, and involvement in school programs.

Qualifications & Requirements:
・ Native English speaker or equivalent proficiency
・TEFL Certificate or relevant degree
・Conversational Japanese is an advantage

* Tokyo Jogakkan does not sponsor visas, and it is impossible to hire teachers who do not have a degree or a valid Education visa.

Application Deadline: December 14, 2026
(Decision might be made before the deadline)

Application Materials:
- Curriculum vitae (including Date of Birth) and cover letter
- Copies of transcripts from all post-secondary schools attended

Applications may be submitted either by post or online.

Address for Submissions:

Principal, Tokyo Jogakkan Primary School 3-7-16
Hiroo, Shibuya-ku, Tokyo 150-0012
Please write the following on the envelope:
"English Department Teacher Application"

Online Application Form:
https://forms.cloud.microsoft/r/fEnvJbWKZu
Applicants who apply online will receive further instructions by email regarding the submission of supporting documents, including a curriculum vitae with a recent photograph, employment history (if applicable), and copies of academic transcripts and graduation certificates.

Selection Process: Candidates will be selected based on a mock lesson and an interview.

Contact Information:
Tokyo Jogakkan Primary School
Yuichi Morinaga
TEL: (03) 3400--0987

Note:
・No documents will be returned to the applicant after being submitted. No personal information collected from the applicant will be used or distributed for any purposes other than those related to recruitment activities and human resources after employment.
・In order to engage in this work, an applicant will be required to cooperate with a criminal record confirmation to determine whether they have any prior convictions for specified sexual offenses, as required under the Act on Measures for the Prevention of Sexual Violence, etc. against Children by School Establishers, etc. and Private Education and Childcare Business Operators (Act No. 69 of 2024; hereinafter referred to as the "Child Sexual Violence Prevention Act"), which will come into force on December 25, 2026.
・If an applicant has a prior conviction for a specified sexual offense—that is, if the applicant

falls within the statutory category of a person with a specified sexual offense record(including cases falling under "persons corresponding to specified sexual offense facts")—our organization must take appropriate measures under the Child Sexual Violence Prevention Act, including not assigning the applicant to this work. Accordingly, as one of our organization's requirements for appointment, applicants are required to have no prior convictions for specified sexual offenses.

・For this reason, we will confirm in advance, during the recruitment and selection process, whether an applicant has any prior convictions for specified sexual offenses by means of a written pledge, résumé, or other relevant documentation.

・This English text is a reference translation of the Japanese original. In the event of any discrepancy between the two texts, the Japanese text prevails.

■■募集要項■■

担当 および 採用人数	東京女学館小学校　非常勤教員（英語） 1 名
応募資格	①　英語を母国語とするかまたは同等の力を有する ②　TEFL 資格または同様の資格を有することが望ましい ③　日本語での日常会話ができることが望ましい ※日本滞在の為の VISA を必ず取得していること
勤務日	週 3 日または週 4 日　担当授業時数週 10 時間程度
採用期間	令和 9 年 4 月 1 日から令和 10 年 3 月 31 日まで(延長もあり得る)
応募方法	1　提出書類 ①　自筆履歴書（写真貼付） ②　卒業（修了）証明書または卒業（修了）見込み証明書 ③　成績証明書 *提出書類については返却しませんが、採用に関すること以外に使用しません。 2　提出期限 令和 8 年 12 月 14 日（月）必着 ※期限前に決定することもあります。 「教員応募書類在中」と朱書きの上、下記宛に郵送のこと。 〒150-0012 東京都渋谷区広尾 3 - 7 - 1 6 東京女学館小学校　校長宛
選考方法	①　第 1 次選考：書類審査 ②　第 2 次選考：模擬授業・面接 ③　第 3 次選考：最終選考 *第 2 次選考を行う方には、電話連絡をいたします。
待　　遇	本校給与規程による
問い合わせ	学校法人東京女学館小学校　電話　03-3400-0987 月曜日～金曜日　　午前 9 時から午後 4 時まで