Mathematics Instructor, Tokyo Jogakkan Middle & Senior High School

Tokyo Jogakkan, a prestigious all-girls school established 138 years ago, is expanding its International Class and seeking a native English-speaking instructor for a full-time or part-time teaching position. Applicants should be comfortable teaching Cambridge A-Level Mathematics in English. Ability and interest in teaching other subjects a plus.

Job Details:
Position: Full- or part-time Mathematics teacher
Contract: Renewable annually by mutual consent
Salary: Based on Tokyo Jogakkan criteria

Duties (part-time):
1. Prepare and conduct AS/A Level Mathematics classes in English (up to 8 hours per week)
2. Engage in departmental responsibilities, including curriculum development, exam creation, and involvement in school programs.

Additional duties (full-time):
1. 16 teaching hours per week
2. Work from Monday to Saturday (with one "research day" per week, effectively making it a 5-day workweek).
3. Participate in school events and occasional holiday duties.

Qualifications & Requirements:
- Native English speaker or equivalent proficiency
- Experience teaching Cambridge A-Level subjects
- Experience with returnee students is advantageous
- 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: Dec 16, 2026

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 Middle and High School
3-7-16 Hiroo, Shibuya-ku, Tokyo 150-0012
Please write the following on the envelope:
"Mathematics Department Teacher Application"

Online Application Form:

https://forms.office.com/r/a1M5u64LWy

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, as well as a mathematics test.

Contact Information:
Tokyo Jogakkan Middle and High School
Crystal Brunelli
TEL: (03) 3400-0867

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.