

## Employment of a Full-Time English Instructor for Academic Year 2023

Keio Senior High School announces one job opening for a full-time English instructor (専任) for 2023. Employment to begin on April 1<sup>st</sup>, 2023. Salary based on Keio guidelines.

\*After being employed by Keio, applicants may be asked to transfer to other Keio affiliated schools.

Reference: <https://www.keio.ac.jp/ja/academics/affiliated-schools/>

### Qualifications:

Applicants who meet either of the following criteria framework are welcome to apply:

A	Will possess a Japanese English teaching license for both middle school and high school by the time of employment. (Prior teaching experience not required.)
B	Are eligible to receive a special teaching license and possess sufficient Japanese ability to smoothly perform all tasks required of a teacher. (Applicants with a foreign teaching license and/or knowledge and understanding of the Japanese education system are preferred.)

Please indicate in your application under which qualification framework you are applying.

\*In order to foster long-term career development and advancement, applicants born on or after April 2, 1993 are preferred.

### Documents to be Submitted:

- CV or 履歴書 including a picture taken within the last 3 months, your mailing address, and contact details (phone number, email, etc.)
  - Copy of a valid teaching license (including proof of renewal course completion where applicable), or certificate indicating expected date of acquisition.  
For applicants applying under framework B: Please submit only if you currently possess a teaching license / teaching qualifications.
  - A copy of transcripts from all post-secondary schools attended
  - Documents regarding language ability  
For native Japanese speakers: Copies of qualifications related to English (TOEIC, TOEFL, etc.)  
For native English speakers: Copies of qualifications related to Japanese (JLPT, etc.)  
For native speakers of other languages: Copies of qualifications related to both English and Japanese
  - Reason for application (In Japanese, 800 – 1200 characters, any format)
  - Letter of reference (one)
  - Health check-up record, including chest X-ray (Taken within 6-months) \*May be submitted during the 2<sup>nd</sup> screening (first interview). If you intend to submit during the 2<sup>nd</sup> screening, please indicate so in your application.
  - Background check authorization form (available from Keio Senior High School's homepage).  
\*When deemed necessary, a background check may be performed (either by Keio or a designated agent) on successful interview candidates before an offer of employment is officially made.
- All documents must be sent in one package by mail or delivered directly to our office, and must be received by **July 5, 2022 (Tuesday)**. Please write “専任教員採用応募書類在中（英語）” (in red) on the envelope. If delivering in-person to the school, please note the office is only open weekdays, 8:30-11:30 and 12:30-16:30.
  - Initial screenings will be conducted based on the documents received. Applicants who pass the initial screening will be invited to participate in the secondary screening (first interview) on July 23<sup>rd</sup>.
  - Applicants who successfully complete the secondary screening will be invited to participate in the third screening between late July and mid-August.
  - Applicants who successfully complete the third screening will be invited to participate in the final screening (board member interview) in August, with an offer of employment being issued before the end of September.
  - Submitted documents will not be returned. Submitted documents will only be used for the purposes of conducting this hiring process, and will be properly disposed of once the process is complete.
  - Communication via e-mail will be conducted from the @hs.keio.ac.jp domain.

Submit to : 〒223-8524 横浜市港北区日吉 4-1-2 慶應義塾高等学校長 古田 幹

Inquiries (in Japanese): 慶應義塾高等学校主事室 電話 045-566-1375 (主事室直通) 担当 遠藤