

## JOB ADVERTISEMENT

### **Tokai High School, Nagoya City, Aichi-Ken.**

#### **Full-time (part-time) position for an English teacher with native level proficiency.**

**The school:** Tokai is a large (around 1200 students) private boys' high school founded over 120 years ago. In terms of academic achievement, Tokai is one of the leading high schools in Japan, regularly sending around 100 students to the medical faculties of leading universities.

**Duties:** The position is officially part-time, but the appointee will effectively be a full-time employee of Tokai High School, and will normally be expected to be in school during term-time from 8:15am to 4:15pm on weekdays. In addition to teaching about 20 oral communication (listening and speaking skills) classes to first and second year students, and a number of classes to third-year students, the appointee will also be required to develop and update teaching materials, create and grade term-end tests, and assist Japanese staff in making teaching materials and tests.

**Qualifications:** The ideal candidate will have a university degree and an M.A. or equivalent qualification in TEFL, several years' experience of teaching at high school or college level in Japan, good IT skills, and the ability to converse in Japanese and translate Japanese into English.

**Contract:** The contract is a one-year renewable contract, subject to a full review after the first 6 months.

**Salary:** The monthly salary will be in excess of 550,000 yen.

**Holidays and other benefits:** The appointee will not normally be required to attend school during school holidays. The appointee will join the private schools' health insurance and pension scheme.

**Application procedure:** The applicant must provide

1. A full Curriculum Vitae (Resume) with recent photograph, stating qualifications, teaching experience etc. and including the names and contact details of two referees, one of whom should be your current or most recent employer.
2. A summary (about 200 words) of your thoughts on realistic objectives for an oral communication (English speaking and listening skills) program for first and second year high school students, and the teaching methods you would use to achieve them, preferably including brief examples of the content of 50-minute lessons for classes of about 20 boys meeting once a week.
3. A brief explanation (about 150 words) of how you would make effective use of tablet computers with internet access to help a class of around 20 second-year high school students improve their listening and speaking skills, including mention of how you would monitor students to ensure they are on task, and assess their work.
4. A brief outline (about 150 words) of how you would teach translation (Japanese to English) skills to a class of around 50 third-year high school students preparing to take the entrance tests of leading Japanese universities.
5. A very brief explanation (50-100 words) as to how you would adjust your lesson plans and adapt your methods when teaching a first-year high school class which includes two or three students who are nearly fluent English speakers, having lived most of their lives in foreign countries.
6. An A4 size stamped, addressed envelope.

**Start date / deadline:** The start date is April 3rd, 2023. The closing date for applications is September 30th, 2022. Interviews will take place at the school in November.

**Contact:** Further information can be obtained from Mr Richard Milnes at Tokai High School - email: tokaienglish@gmail.com. Applications should be submitted by post to Richard Milnes at:

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