

Ritsumeikan Junior and Senior High School
Non-Tenured Full-time Foreign Language Instructor
Recruitment Information 2020

1. Title of Position: English Teacher

Number: One or more

2. Qualification Requirements:

- 1) **Have excellent standard pronunciation, rhythm, intonation in the English language** and possess excellent language ability that can be applied accurately and appropriately; have voice projection skills and public speaking skills; have other standard language skills, including strong writing skills and correct grammar usage.
- 2) Have the ability to adapt to living and working conditions in Japan.
- 3) Hold a valid Japanese VISA.
- 4) Have completed undergraduate studies and have relevant academic and/or professional experience by the end of March 31st, 2020.
- 5) Hold qualification in teaching English (such as TEFL, TESOL, CELTA, DELTA) by the end of March 31st, 2020.
- 6) This is primarily an English teaching position. However, candidates with experience in teaching content courses (e.g. English literature, academic writing, social studies, mathematics and science) are especially encouraged to apply.

3. Application Deadline:

Please send the required materials listed under #4 below in an A4 size envelope by **Tuesday, January 7th, 2020** to the address given in #8 below. Also, please write “Full-time English Teacher” in red on the front of the envelope.

4. Application Documents in English (please include the following items):

- 1) Current CV (A4 size designated with ID photo attached)
* The designated form can be downloaded from
<http://en.ritsumeikan-trust.jp/info/employment/> 「Ritsumeikan Junior and Senior High School Full-Time Teacher Recruitment Information 2020」
- 2) Cover letter stating your reason for application. (A4 size)
- 3) Copies of all university diplomas, both undergraduate and graduate.
- 4) Academic transcripts from the undergraduate and graduateschool.
- 5) Copies of all teaching certificates (e.g. TEFL, TESOL, CELTA, DELTA, etc.), as well as a copy of your home country teaching certification, if you have one.
- 6) A copy of the front and back sides of your alien registration or residence card.
- 7) A self-addressed reply envelope (size:12cm×23.5cm) to which an 84 yen stamp has been affixed.

5. Applicant Screening Process:

- 1) First-stage: Applicant document screening
- 2) Second-stage: Sample lesson and interview at Ritsumeikan Junior and Senior High School.

** The successful candidate's appointment is contingent upon a successful health examination prior to taking up the position.*

** No transportation allowance for interviews is paid by Ritsumeikan Junior and Senior High School.*

*** We will inform the successful candidate regarding the details of the Second-stage by January 9th, 2020.**

6. Conditions:

1) The contract will run for one (1) year, from April 1st, 2020, to March 31st, 2021.

The contract can be renewed a maximum of two (2) times after the first contract upon mutual agreement between employer and employee.

2) Salary shall be paid in accordance with the regulations of salary stipulated separately.

7. Working Place and Start Date

1) Workplace: Ritsumeikan Junior and Senior High School

2) Start Date: April 1st, 2020

8. Contact Information

Ritsumeikan Junior and Senior High School

Recruitment Office

〒617-8577 1-1-1 Choshi, Nagaokakyo-shi, Kyoto-fu

Tel: 075-323-7111 Fax: 075-323-7123

* We will use your personal information in the submitted documents only for the Full-time Foreign Language Instructor recruitment procedures and will not use it for other purposes.

* Ritsumeikan Junior and Senior High School will take responsibility for disposing of all submitted documents after all necessary procedures are complete.