

**Keio Shonan Fujisawa Junior & Senior High School**  
**5466 Endo, Fujisawa-shi, Kanagawa-ken 252-0816 Japan**  
**TEL (0466) 49-3587 FAX (0466) 47-5077**  
<http://www.sfc-js.keio.ac.jp>

## **Employment Announcement**

Keio Shonan Fujisawa Junior & Senior High School, a co-ed secondary school associated with Keio University, is seeking applicants for a full-time teaching position to commence in April 2023.

- Position:** Full-time native-level English teacher
- Contract:** From April 1<sup>st</sup> 2023 to March 31<sup>st</sup> 2024, renewable annually by mutual consent up to a maximum term of 5 years
- Salary:** Based on Keio University criteria
- Benefits:** Commuting allowance, annual book allowance
- Duties:** Teach up to 19 hours per week (16 core English classes and 2 electives, 1 homeroom)  
Full-time staff work 5 days a week (Sunday and one other day off) and are occasionally asked to come to school on holidays for school events and other duties.  
Share homeroom responsibilities with a Japanese partner  
Assess students in accordance with school guidelines  
Participate in school events & supervise students during trips, sports days, club activities, etc.  
Play an active role in departmental duties such as curriculum development, test writing, coordination of exchange programs, coaching students for speech contests, etc.

### **Qualifications & Requirements:**

- Native-level speaker of English
- MA in TESOL or a related field preferred
- Junior/senior high school experience (particularly in Japan)
- Conversational Japanese an advantage
- Experience with returnee students an advantage (Returnees are students who have lived in English-speaking countries)

### **Application Materials:**

- Curriculum vitae and cover letter
- Copies of transcripts from all post-secondary schools attended
- Details of publications and presentations, if any
- At least one letter of recommendation from a recent employer and/or a professor
- Consent form for background check (format available on next page of these application guidelines)
- Please note that application materials will not be returned

**Deadline:** Application materials to arrive by email or post by Monday, November 28<sup>th</sup>, 2022.

**Interview:** Calls for interview will be sent out by Friday, December 2<sup>nd</sup>. Preliminary interviews will be held at the school on Wednesday, December 7<sup>th</sup>. One selected candidate will then attend a second interview at Keio University's Mita Campus at a later date to be announced.

**Contact:** English Department Hiring Committee  
Keio Shonan Fujisawa Junior & Senior High School  
5466 Endo, Fujisawa-shi, Kanagawa-ken 252-0816 Japan  
TEL (0466) 49-3587 FAX (0466) 47-5077 Email: [sfcjs@info.keio.ac.jp](mailto:sfcjs@info.keio.ac.jp)

To the president of Keio University,

Consent Form

I hereby consent to your school or an external contractor designated by your school inquiring/checking about the items listed below, as well as taking receipt of the responses thereof, with regard to my past and present employment for the purpose of the recruitment screening conducted at your school.

- Whether or not there is a record of employment
- If there is a record of employment, the period of employment, form of contract, position, wage amount, detailed reason for departure, rewards and punishments, etc.

Date

Address

Name

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