

## 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 2027.

- Position:** Full-time native-level English teacher
- Contract:** From April 1<sup>st</sup> 2027 to March 31<sup>st</sup> 2028, 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\* (on the following page)
- \*Please note that application materials will not be returned

- Deadline:** Application materials to arrive by email or post by Thursday, June 25<sup>th</sup>, 2026.
- Interview:** Calls for interview will be sent out by Thursday, July 2<sup>nd</sup>. Preliminary interviews will be held at the school on Thursday, July 9<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  
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 institution, or any external party designated by your institution, making inquiries to my current and former employers regarding the matters listed below for the purpose of recruitment selection, and to receiving their responses.

- 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

Printed Name

Signature