

# 2027 Call for Full-Time EFL Teachers (Foreign National)

## Job Description

Dokkyo Junior and Senior High School is seeking an enthusiastic and dedicated native-level English speaker to join our team as a **full-time English as a Foreign Language Teacher (EFL)**. An EFL Teacher collaborates with Japanese Teachers of English (JTEs) to enhance English education and promote international understanding among students.

### 1. Position and Capacity

- **Position:** Full-time English Teacher for Junior and Senior High School (From April 1, 2027)
- **Number of Openings:** 1 person

### 2. Requirements

- **Native-level English proficiency** (Certificates of language proficiency, if available)
- **Bachelor's degree** or higher
- **At least 1 year of experience** teaching English (public school, private school, or as an ALT)
- **Japanese communication ability** (JLPT N2 or higher level preferred but not required)
- **Valid work visa** in Japan

### 3. Job Responsibilities

Expected to perform the same scope of work as regular Japanese teachers:

- Plan and teach English classes (junior high and high school level), focusing on conversation, writing, presentations, and debate skills.
- Proofread, check, and edit Japanese colleagues' teaching materials, worksheets, tests, exam questions, and answer keys.
- Collaborate with Japanese teachers in team-teaching sessions and curriculum planning.
- Participate in extracurricular activities, school events, study-abroad programs, after-school supplementary lessons, and club activities.
- Potential to take on **homeroom teacher duties** in the future (assistant homeroom teacher responsibilities, provisional).

## 4. Employment Conditions

- **Governing Law:** Employment will be governed by Japanese law.
- **Salary:** Monthly salary of **301,380 yen** (for a 22-year-old university graduate for FY2026, including various allowances); commensurate with experience.
- **Allowances:** Housing, **dependent allowance**, **job position allowance**, and commuting allowances.
- **Bonus:** Paid 4 times a year (FY2025 actual: 5.62 months + 265,000 yen; adjustments apply for the first year).
- **Work Hours:** Monday to Saturday, 8:20 AM – 5:20 PM (60-minute break).
- **Holidays:** Sundays, national holidays, Year-end/New Year, and 1 fixed holiday per week (except Tuesday and Saturday).
- **Teaching Load:** Standard 17 classes per week.
- **Social Insurance:** Full coverage (Private School Mutual Aid, Employment Insurance, Workers' Accident Compensation).
- **Background Check:** The school conducts background checks (prior to the official "Japan DBS" system) for candidates who pass the second exam.

## 5. Selection Steps

1. **Application Deadline:** Must arrive by **Monday, June 22, 2026**.
2. **1st stage (Document Screening):** Results will be notified via email by June 25, 2026.
3. **2nd stage (Interview & Demo Lesson):** Afternoon of Saturday, July 4, 2026. In-person, in Japanese and English.
4. **3rd stage (Final Interview):** Afternoon of July 2026. Held in Japanese.
  - **Details will be sent to the relevant parties shortly.**

## 6. Required Materials

- Resume/CV with current contact information and a photograph
- Statement of Teaching Philosophy or Cover Letter
- Copy of Bachelor's, Master's, or Doctoral diploma (and/or transcript)
- Proof of TESOL/TEFL/CELTA certification (if applicable)
- Copy of Japanese Proficiency certification (if applicable)

## 7. Submission and Contact Information

**Attn:** Mariko Matsumoto, Vice Principal

**Address:** 3-8-1 Sekiguchi, Bunkyo-ku, Tokyo 112-0014

**Email:** d-oubo@dokkyo.ed.jp

- **Email Instructions:** Use the subject line "**English Dept Full-time Application [Your Name]**".
- **Mailing Instructions:** Write "**English Teacher Application Documents Enclosed**" in red on the front of the envelope.