

**Ritsumeikan Junior and Senior High School Native
Speaker Part-time Foreign Language Teacher
Recruitment Information 2023**

2023/1/24

1. Title of Position: Part-time English/Spanish teacher
Number: One or more

2. Qualification Requirements:

- 1) Has foreign nationality.
- 2) Holds a valid Japanese VISA.
- 3) Completed undergraduate studies and has relevant academic and/or professional experience by March 31, 2023.
- 4) Holds qualification in teaching English (such as TEFL, TESOL, CELTA, DELTA) by March 31, 2023.

3. Job Requirements

- 1) Experience teaching basic Spanish
- 2) English/Spanish: Native level
- 3) Japanese ability
- 4) BA/BS Undergraduate degree
- 5) Familiarity with technology
- 6) Must currently reside in Japan
- 7) Available to teach 3 to 5 days a week between Monday – Friday (08:30 a.m. – 4:35 p.m.)

4. Duties include:

- 1) Solo/Team-teach junior and senior high school classes
- 2) Responsible for course admin, grading, materials and prep.

5. Application Details:

- 1) Applications will be accepted from 3:00 pm January 24th
- 2) Application deadline 12:00 pm February 3rd
- 3) Candidates who have previously applied for and been rejected are welcome to reapply.

Please access this URL and submit your application on the web:

<https://rw.ritsumei.ac.jp/survey/SVA20D0.html?key=SUR20230123095152081263957>

Please be prepared to submit the following documents in PDF format:

- 1) Curriculum Vitae (Format Supplied)
- 2) Cover letter stating your reason for applying. (A4 size)
- 3) Copies of all university diplomas, both undergraduate and graduate. (Upload PDF)
- 4) Academic transcripts from undergraduate and graduate school. (Upload PDF)
- 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. (Upload PDF)
- 6) A copy of the front and back sides of your alien registration or residence card. (Upload PDF)

6. Conditions and Remuneration:

- 1) Contract starts from April 1, 2023 to March 31, 2024.
- 2) The contract is administered by the various regulations provided by the Ritsumeikan Trust.

Monthly remuneration for a class that meets once per week for 50 minutes

More than 3 years teaching experience: 11,800 yen

Less than 3 years: 11,000 yen

*Approximately 10-18 hours over in 5 days. Flexible scheduling is possible by request.

Allowance Transportation allowance, etc.

Bonus Summer: monthly remuneration x 0.8 yen

Winter: (monthly remuneration x 1.2) + 5,000 yen

7. Working Place and Start Date

- 1) Work place: Ritsumeikan Junior and High School
- 2) Work start: April 1, 2023

7. Contact Information

Ritsumeikan Junior and High School

Recruitment office

〒617-8577 1-1, 1 chome, Choshi, Nagaokakyo-city, Kyoto-fu

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

*We will use your personal information in the submitted documents only for specified 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.