

# Call for a Full-Time EFL Teacher (Foreign National)

## Job Description

Waseda Jitsugyo High School Attached to Waseda University (<https://www.wasedajg.ed.jp>) is seeking an enthusiastic and dedicated native-level English speaker to join our team as full-time English as a Foreign Language teacher (EFL). An EFL Teacher collaborates with Japanese Teachers of English (JTEs) to enhance English language education and promote international understanding among students.

## Employment Period

- From April 1, 2026 to March 31, 2027 (with possibility of renewal)

## Requirements

- **Native-level English proficiency**, preferably from one of the major native English-speaking countries
- Bachelor's degree or higher (linguistics preferred)
- At least **1 year of experience teaching English** (public school, private school, or as an ALT)
- TESOL/TEFL/CELTA certification preferred
- Japanese communication ability (minimum JLPT N1 or equivalent preferred)
- Valid work visa in Japan

## Job Responsibilities

- 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
- Write and review exam items, including mock exams and entrance-test-style questions; ensure accuracy, appropriate distractors, and clarity
- Collaborate with Japanese teachers in team-teaching sessions and curriculum planning

- Participate in extracurricular activities, school events, study-abroad programs, and after-school supplementary English conversation lessons
- Develop lesson plans, prepare and grade exams, and give constructive feedback to students

### **Salary & Benefits**

- **Monthly salary:** ¥225,000/month (for a 22-year-old new graduate); commensurate with experience
- **Annual bonus:** equivalent to three months' salary
- **Social insurance, health insurance, pension coverage** included
- **Commuting allowance**
- **Paid holidays:** 10 paid leave days after 6 months

### **Work Hours & Schedule**

- Full-time, fixed-term contract (typically one year, renewable based on performance).
- 18 classes per week, each lasting fifty minutes, in cooperation with a Japanese teacher of English
- Typical schedule: Monday to Friday, 8:30–16:30; occasional Saturdays, Sundays or National Holidays for school events, including an entrance examination marking day. These occasions are kept to a minimum.

### **Required Materials:**

1. Resume/CV (with current contact information and photograph)  
※ Please submit Resume/CV in the specified appended forms.
2. Statement of Teaching Philosophy or Cover Letter
3. Copy of Bachelor's, Master's or Doctoral diploma (and/or transcript)
4. Proof of TESOL/TEFL/CELTA certification (if applicable)
5. Copy of Japanese proficiency certification (if applicable)

## **Selection Steps:**

1<sup>st</sup> Stage Document screening

2<sup>nd</sup> Stage 1st interview and Demo lesson or teaching simulation (in-person, in Japanese and English) Date: **Saturday, November 22, 2025**

3<sup>rd</sup> Stage Final interview(in-person, in Japanese)  
Date: **Saturday, November 29, 2025**

## **How to Apply:**

Please send the required materials to the following address:

Hiring Manager  
Waseda Jitsugyo High School Attached to Waseda University  
1-2-1 Hon-cho, Kokubunji-shi, Tokyo, 185-8505

※ Please clearly write "EFL Teacher---Application" in red ink on the front of the envelope.

## **Application Deadline:**

**Wednesday, November 12, 2025.**

## **Inquiries:**

Mail: [saiyou@wasedajg.ed.jp](mailto:saiyou@wasedajg.ed.jp)