

2023  
KONAN BOYS' HIGH SCHOOL  
APPLYING FOR THE POSITION OF  
FULL-TIME CONTRACT ENGLISH TEACHER

November, 2022  
Educational Foundation, Konan Gakuen  
Konan Boys' High School

Details regarding the 2023 full-time contract English teacher position at Konan Boys' High School are as follows:

I Position

- |                              |                                    |
|------------------------------|------------------------------------|
| 1. Position Title            | Full-time contract English teacher |
| 2. Teaching Subject          | English language                   |
| 3. The Number to be Accepted | One                                |

II Requirements

Applicants have to:

1. be a native speaker of English.
2. have graduated from a 4-year university program.
3. be eager to improve the education of Konan Boys' High School.
4. have a good command of Japanese (enough to execute their duties as a teacher).
5. have some interest in Japanese culture.
6. be a current resident in Japan.

III Contract Term

1. The position begins on April 1<sup>st</sup>, 2023.

Contract Term 1 year (This contract can be renewed annually up to a maximum of 5 years under the condition that your performance is assessed as excellent.)

IV Working Days & Working Hours

1. Working Days 5 days per week out of a 6 day week (Monday to Saturday).  
(Working on holidays may be required.)

2. Working Hours                      35 hours per week (Overtime work may be required.)
3. Lesson Time                        16 lessons per week / One regular lesson is 50 minutes.  
(Overtime work may be required.)

## V Duties

1. Assigned English lessons to students.
2. Assigned club activities.
3. Extra curricular activities such as school events and supplementary lessons.
4. Maybe required to travel internationally with students.
5. Other jobs might be required.

## VI Salary

1. Annual salary                      4,200,000 yen
2. Housing Allowance                It will be paid according to the School Regulations.
3. Transportation Allowance        It will be paid according to the School Regulations.
4. Overtime Allowance                It will be paid according to the School Regulations, should
  - a. lessons number more than 16 per week.
5. Continuous Service Allowance    It will be paid according to the School Regulations.
6. 6. Social Insurance                You are to join the health and annuity insurance of the Private
  - a. School Mutual Aid Society, the unemployment insurance and
  - b. the workers' accident compensation insurance.

## VII Application Procedures

### 1. Application Documents

Please send the following dossier by e-mail. We are going to send a mail of receipt after receiving your application.

- Current CV or resume (There is no specific format. Please include your address, contact number, and e-mail address.)

### 2. Submission Period

The period for submitting these materials is:

From Tuesday, November 1<sup>st</sup> to Tuesday, November 22<sup>nd</sup> at 3:00 p.m.

(All materials must reach us by this November 22<sup>nd</sup>.)

### 3. Filing Address

[hs@adm.konan-u.ac.jp](mailto:hs@adm.konan-u.ac.jp)

Konan Boys' High School

31-3 Yamate-cho, Ashiya-shi, Hyogo-ken, 659-0096

### 4. Notes

- (1) Please contact us if you have difficulty sending documents via e-mail.
- (2) Applicants are not allowed to change the contents of the documents after submission.
- (3) ①The application documents will not be returned.  
②The application documents of applicants who are not selected will be disposed of in an appropriate way.  
③The personal data on the application documents will only be used for the purpose of employment procedures and personnel management after the employment.  
As for the treatment of personal detail, see the Konan Gakuen homepage.  
(<http://www.konan-u.ac.jp/privacy/index.html>)

## VIII Screening Procedures

### 1. The First Screening

Screening of documents: Monday, November 28, 2022

### 2. The Second Screening

Teaching demonstration and interview: Sunday, December 11.

(The details will be sent by mail.)

### 3. The Third Screening

Interview by Principal: Sunday, December 18, 2022

(The details will be sent by mail.)

### 4. Notes

- (1) In the process of screening, the applicants may be required to submit additional information.
- (2) Expenses for transportation, lodging, etc. will be borne by the applicants.
- (3) After each screening we will notify the applicant of the result.

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## IX Contact Us

Konan Boys' High School English Department

(Contact person : Hideki Ikeda)

Telephone : 0797-31-0551 Fax : 0797-31-7458 Email: [hs@adm.konan-u.ac.jp](mailto:hs@adm.konan-u.ac.jp)

If you have any questions, please contact us via e-mail or FAX well in advance of time in case we need time to answer your inquiry.