

## **Position available for Associate Instructor of English at Nanzan Girls' Junior and Senior High School**

**The English Department of Nanzan Girls' School is looking for a native speaker of English to fill the position of an Associate Instructor of English to Junior and Senior high school students beginning in April of 2026.**

1. Documents required for consideration:

- \* Resume with a recent photograph

(in English or Japanese using the resume template on the Nanzan Girls' School website).

- \* A copy of a certificate of graduation from university or a copy of a university diploma.

- \*A copy of academic records (preferable).

- \*A copy of a valid working visa.

2. Deadline for application: June 9 (Monday), 2025

3. Documents should be mailed to:

The English Department Nanzan Girls' Jr., Sr. High School

17 Hayato - Cho, Showa - Ku, Nagoya - Shi, 466 - 0833

- \*On the envelope, *Eigoka-oubosyorui-zaityu* should be written in red.

- \*Mailed documents are disposed of after this recruitment. If you would like the documents returned, please attach a notification of your request in the envelope.

4. Selected applicants will be invited for an interview with the English

Department to be held on June 27 (Friday), 2025 at Nanzan Girls' School.

5. Working conditions and expectations:

- \*The contract for this position will extend from April 1<sup>st</sup>, 2026 to March 31<sup>st</sup>, 2028. With the mutual agreement of both parties, this contract may be extended for an additional three years.

- \*The applicant may be required to work on some Saturdays or Sundays during the school year and some days during the spring, summer, and winter vacations.

\*The applicant will be required to teach at least 16 hours of classes per week.

This will include preparing and giving exams during mid-term and final exam periods.

\*The applicant will be expected to attend all faculty and English Department meetings.

\*The applicant will be expected to participate in activities related to school and English Department business. This includes:

- (a) participating in activities related to the school entrance examinations.
- (b) helping to escort students on school excursions.
- (c) extracurricular activities. (Speech contests, school festivals, etc.)
- (d) other school related work.

\*The applicant will be expected to maintain good physical and mental health throughout the term of employment.

6. School business hours extend from 8:25 A.M. to 4:40 P.M., or until the end of the day's business.

7. It is expected that the applicant will maintain professional and courteous relationships with fellow employees and students, and it is preferable that the applicant have Japanese communication skills.

8. For further information concerning this job position, you can contact:

Mr. Yoshihiro Hamaguchi (Vice Principal)

Mr. Tatsuya Ikeda (Head of English Department)

Ms. Mami Haraguchi (Office Manager)

052-831-0704