

Application guidance for Assistant Language Teacher of Wako City public elementary/junior high school in 2024

Wako City Board of Education

1. Aim

This guidance provides information on application procedure and selection process for Assistant Language Teacher (ALT) of Wako City public elementary/junior high school.

ALTs are expected to improve quality of activities and teaching method in which utilize English for students.

2. Requirements

• Those who apply for ALT (applicant) must meet the following requirements (1-3).

(1) Understand the education of Wako City, applicants must have sufficient experience in teaching English at school, etc., and have basic knowledge and skills in teaching English, as well as the ability to teach children.

(2) Motivation to guide students actively.

(3) Ability to speak conversational Japanese.

• Valid working visa (in case of the applicant is a foreign resident).

• Applicant who comes under the Article 16 of the Local Public Service Act cannot apply for the position if met all requirements.

3. Application procedure

Complete following documents with required items and submit to Wako City Board of Education in person.

• Application form : Down load from Wako City web site (Board of Education) and complete ALT application form.

• Return envelope with address, name and 84 yen stamp on it.

• Japanese citizen: Copy of Certificate of residence (permanent domicile included) or passport and its copy.

• Foreign citizen: Residence card or Special Permanent resident certificate and its copy.

• Diploma of academic career or copy of graduation certificate.

4. Application period

From November 1st to November 30th, 2023.

5. Selection process

First selection is document screening. The second selection will be an interview.

6. Selection date and venue

Applicants will be notified of the results of the first screening and information about the second screening in mid-December.

Second screening : Scheduled to be held from late December to early January.

Venue: Wako City Hall

7. Employment

Applicants with high evaluation secure the position and are informed in written form.

8. Position and working conditions

- Position: part-time instructor of Wako City; special position in Government service.
- Benefits and Wages: daily wage 16,340 yen
 - Special allowance paid.
 - Commuting expenses paid under the provision of official's payment.
 - Social insurance and other insurance covered.
- Term of employment: Monday, April 1st, 2024, to Monday, March 31st, 2025.
- Regular working hours: 7.5 hours (including 45 minutes recess)
- Five days a week: Monday to Friday
- Number of total working days: 220 days or under.

※ Depending on the status of the FY2024 budget, working conditions may change or the applicant may not be hired.

9. Planned number of the position in 2024 school year

Wako City employs about 10 ALTs for public elementary/junior high school
(As for elementary school, some ALT teaches at two or more schools).

10. Job description

ALTs perform following tasks in everyday educational activities under the supervision of designated school principal at Wako City public elementary/junior high school.

- Activities and guidance of English class under the supervision of teachers in charge.
- Making English teaching materials/tools for educational activities and classes.
- Assisting other teachers' language training.
- Coaching and judging students during the speech contest season.
- Others; Teaching-related works that Board of Education or the school principal considers as ALT's duty.

11. Inquiries

Wako City Board of Education, School Education Division

Contact: person in charge of ALT application

〒351-0192 1-5 Hirosawa, Wako City

Tel: 048-464-1111 extension: 2427