

A SMALL NUMBER OF ENGLISH LANGUAGE TEACHING POSITIONS FOR ENGLISH CONVERSATION (‘EIKAIWA’) SCHOOLS IN TOKYO

**CHESHAM AND ‘ENGLISH CORNER’ IN TOKYO
ARE PLEASED TO ANNOUNCE A SMALL
NUMBER OF VACANCIES FOR EXPERIENCED,
ENERGETIC, STUDENT- CENTERED ENGLISH
LANGUAGE TEACHERS FROM THE
PHILIPPINES**

ENGLISH CORNER is a small but growing network of three language schools in Adachi-ku and Sumida-ku, Tokyo.

Established in 2010, the schools have created a fun, supportive and effective curriculum for their students and they continue to innovate. In addition to the schools, the company also teaches corporate and kindergarten classes and it also offers an Afterschool Program.

The company prides itself on building strong, personal connections with students while encouraging professional collaboration and creativity among staff. Teachers rotate between locations to provide diverse learning experiences for students and to foster communication among staff.

CHESHAM RECRUITMENT INC., a long-established, reputable and sought-after DMW-licensed recruitment agency, has been providing Philippine English language teachers to Japan for many years. We were instrumental in opening up the initial opportunity for Philippine nationals to teach English in Japan, many years ago.

THE ROLE:

We are seeking full-time teachers who are passionate about engaging students and contributing creatively to the schools' development. This role is best suited for someone eager to do more than just teach - whether that means working on curriculum enhancements, creating videos, or contributing to school events.

RESPONSIBILITIES:

- Plan and deliver lessons tailored to students from kindergarten through junior high school.
- Create a welcoming and inclusive atmosphere for students and families.
- Develop and update lesson plans and records.
- Communicate goals and collaborate with other teachers.
- Assist with school events and activities.

LESSONS:

English Corner believes that learning should be engaging and effective. For younger students, lessons involve play, songs and games to build interest, transitioning to more academically focused activities as they grow. Structured phonics and reading programs ensure that students develop strong literacy skills, with extra support for those who need it.

**FOR YOUR APPLICATION TO BE ACTED UPON BY
CHESHAM, YOU MUST MEET THE FOLLOWING
INITIAL MANDATORY REQUIREMENTS:**

**YOU MUST POSSESS EITHER A BACHELOR OF EARLY
CHILDHOOD EDUCATION, A BACHELOR OF
ELEMENTARY EDUCATION OR A BACHELOR OF
SECONDARY EDUCATION**

**YOU MUST POSSESS A PHILIPPINE PROFESSIONAL
TEACHER LICENSE**

**YOU MUST BE CURRENTLY WORKING IN AN
ENGLISH LANGUAGE TEACHING POSITION IN A
CLASSROOM, ONLINE OR 'ONE-ON-ONE' SETTING**

**YOU MUST SPEAK WITH A SUSTAINED NEUTRALIZED
ACCENT**

**YOU MUST HAVE NO BODY TATTOOS WHICH ARE
VISIBLE, INCLUDING WHILE WEARING SHORTS
AND A SLEEVELESS SPORTS VEST AND NO
PIERCINGS, OTHER THAN FOR ONE SET OF
FEMALE EARRINGS**

OTHER REQUIREMENTS:

- * A TESOL, TEFL, RSA or CELTA certification, or similar, would be advantageous.
- * You must be living in the Philippines at the time of application and throughout the application process. This is due to the long and intense nature of the evaluation and documentation processes involved.

- * You must be a fluent English speaker, with impeccable grammar, pronunciation, enunciation and diction.
Locally-accented spoken English is absolutely not acceptable,
Your English language writing skills must also be first class, especially in relation to grammar and penmanship.
- * You must be very professional, in all aspects of manners, decorum, written and spoken communications and behavior. The tone of your e-mail and telephone communications with Chesham will be especially noted in this regard.
- * You must have a very clear appreciation of the importance of punctuality. This will be especially noted in your attendance at the various events taking place in Chesham, during the recruitment process.
- * You must present a very business-like appearance and demonstrate professional dress sense and impeccable grooming.
- * You must be in excellent health and be fit. A pre-employment medical examination will be required, with the priority being placed on the verified absence of TB, Hepatitis B and HIV/Aids.
- * You **must have no visible tattoos or piercings**. The simple rule is that a tattoo can never be seen in public, including while wearing shorts and a sports vest and piercings (other than for one pair of earrings on a female) are also not acceptable. **If you have a tattoo or piercing you must declare this to Chesham at the time of your application, so that a determination of its acceptance can be ascertained before proceeding further.**
- * You must have a good awareness and knowledge of Japan and be interested in Japanese culture and the Japanese language.
- * You must possess Japanese language ability or commit to acquiring basic Japanese language skills before departure to Japan. Evidence must be presented to Chesham before departure to Japan that you have successfully completed a Japanese language class-based course, an online course, or some clearly defined and measurable self-study program.

A NOTE ON ENGLISH LANGUAGE TEACHING EXPERIENCE:

If you are not currently teaching English, but have been an English language teacher previously, you will need to acquire an English language teaching position. **As soon as you confirm that you have acquired that new English language teaching position, you will have met our English language teaching requirement.**

A full-time or part-time online position (office-based or home-based, freelance, employed or contractual), teaching English to Japanese students is welcomed, as this will give you exposure to Japanese culture and language, as well as exposing you to the approach of Japanese learners. A similar position teaching other foreign nationals is also acceptable.

A current English language tutoring position is also acceptable, but you must be teaching aspects of the English language, not just tutoring other subjects using English as the medium instruction.

You should also be teaching at least 6 students per week, for a total minimum of 15 hours per week.

You will need to remain in an English language teaching position up to the time of your planned departure to Japan.

POSITION DETAILS:

- * Schedule: 5 days per week/40 hours per week.
- * Hours: Weekdays 12:30 PM - 8:30 PM; Saturdays 9:30 AM - 6:00 PM (8-hour shifts with a one-hour break).
- * Teaching Load: 20-25 lessons per week (lesson lengths: 40, 60, or 80 minutes, depending on age group).

COMPENSATION AND BENEFITS

- Salary: ¥250,000 per month.
- An initial two-year renewable employment contract is offered.
- Round trip airline ticket (Manila-Tokyo) provided, with the return ticket provided at the successful completion of the two-year employment contract.
- Visa costs and DMW processing costs paid by the company.
- A local transportation allowance of ¥600 provided, per day.
- Assistance with apartment setup and other lifestyle-related needs.
- 20 days of company-chosen paid holidays and 5 paid personal days annually.
- Opportunities for growth within the company based on performance and interest.
- Participation in school-run events (e.g., summer school, parties).

NO PLACEMENT FEE CHARGED

STRICT APPLICATION PROCEDURE:

THE MANDATORY CHESHAM WORD-FORMATTED RESUME, TOGETHER WITH THE INSTRUCTIONS FOR ITS COMPLETION, ARE AVAILABLE TO DOWNLOAD FROM THIS LINK:

<http://www.cheshamrecruitment.com.ph/?nav=ec>

IF YOU FULLY MEET THE MANDATORY REQUIREMENTS STATED ABOVE, PLEASE SUBMIT TO OUR E-MAIL ADDRESS YOUR COMPLETED AND FULLY COMPLIANT ALT WORD-FORMATTED RESUME AS AN E-MAILED ATTACHMENT, AND NOT BY ANY OTHER METHOD:

info@cheshamrecruitment.com.ph

IT IS ESSENTIAL THAT YOU CAREFULLY READ THE VERY DETAILED INSTRUCTIONS FOR THE COMPLETION OF THE ALT WORD-FORMATTED RESUME

PLEASE DO NOT SUBMIT ANY DOCUMENTS WITH YOUR RESUME, SUCH AS A COPY OF YOUR PASSPORT, DIPLOMA, TRANSCRIPT OF RECORDS, ETC. WE WILL OBTAIN THESE FROM YOU LATER

INTERVIEW AND SELECTION PROCESS:

IF YOU ARE INITIALLY DEEMED SUITABLE FOR THE POSITION YOU WILL BE INVITED TO A FREE, COMPREHENSIVE ONLINE ORIENTATION SEMINAR, CONDUCTED BY CHESHAM

YOU WILL ALSO UNDERGO AN ACCENT TEST AND A WRITTEN ENGLISH LANGUAGE COMPETENCY ASSESSMENT TEST

DEPENDING ON THE OUTCOME OF THESE TWO TESTS, YOU WILL THEN UNDERTAKE A VIDEO DEMONSTRATION OF YOUR TEACHING AND COMMUNICATION SKILLS, AND A COMPREHENSIVE ONLINE CHESHAM INTERVIEW

YOUR ACCENT TEST, ENGLISH LANGUAGE COMPETENCY ASSESSMENT TEST, VIDEO DEMONSTRATION, PERSONAL INTERVIEW AND POSITIVE PROFESSIONAL REFERENCES WILL TOGETHER FORM THE BASIS OF AN EVALUATION BY ENGLISH CORNER IN RELATION TO OFFERING YOU A POSITION

PLEASE NOTE THAT ONLY QUALIFIED APPLICANTS WILL BE CONTACTED

Chesham Recruitment Inc.

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Beware of Illegal Recruitment