

Recruitment Information:

Senior Assistant for English Teaching for Tokyo Metropolitan Schools

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Position	Senior Assistant for English Teaching (Fiscal year employees) for Tokyo Metropolitan Schools.
Legal Basis	Article 22, paragraph 2, item 1 of the Local Public Service Act (Act No. 261 of 1950).
Period of Appointment	<p>From the date of appointment to March 31st, 2027</p> <p>※The scheduled employment is expected to commence between late July and early August of 2026. (From March 2026 until the date of commencement, you will be treated as a prospective employee.)</p> <p>※Reappointment not through public recruitment shall be limited to 4 consecutive times, as long as assistants demonstrate satisfactory performance.</p> <p>Note: This position is a fixed-term appointment, and does not constitute any guarantee of employment beyond March 31st, 2027.</p>
Workplace	Tokyo Metropolitan Senior High Schools, Junior High Schools, Elementary Schools, and Secondary Education Schools
Duties	<ol style="list-style-type: none"> (1) Matters concerning assisting with foreign language (English, etc.) instruction by the teachers of English or other foreign languages (hereinafter referred to as “the Teachers”) at the Tokyo metropolitan school in which the SAT is appointed by the Tokyo Metropolitan Board of Education (hereinafter referred to as “the Board”) and other Tokyo metropolitan school(s) which they are assigned to visit by the principal of the said school (hereinafter referred to as “the Supervisor”). The Tokyo metropolitan school in which the SAT is appointed by the Board shall be hereinafter referred to as “the School,” and the other Tokyo metropolitan school(s) which they are assigned to visit by the Supervisor shall be hereinafter referred to as “the Additional School(s).” The designation of the Additional School(s) shall be made by the Board. (2) Matters concerning the preparation of materials for teaching a foreign language, as instructed by the Teachers designated by the Supervisor or the principal(s) of the Additional School(s). (3) Matters concerning assisting with training sessions for the Teachers, as instructed by the Supervisor or the principal(s) of the Additional School(s). (4) Matters concerning giving guidance to the students in extra-curricular activities, etc., as instructed by the Teachers designated by the Supervisor or the principal(s) of the Additional School(s). (5) Matters concerning giving guidance to the students for studying abroad and/or going to a foreign university, as instructed by the Teachers designated by the Supervisor or the principal(s) of the Additional School(s). (6) Matters concerning assisting with international exchange activities, as instructed by the Supervisor or the principal(s) of the Additional School(s). (7) Matters concerning assisting in foreign language speech/debate contests and assisting with relevant training sessions for the Teachers, as instructed by the Supervisor or the principal(s) of the Additional School(s). (8) Provide support and advice to English and other language teaching assistants at Tokyo Metropolitan schools. (9) Provide support and advice regarding the global human resource development programs implemented by the Tokyo Metropolitan Board of Education. (10) Matters concerning other duties as instructed by the Supervisor or the principal(s) of the Additional School(s) and those as deemed necessary by the Board.

The applicant must satisfy both Sections 1 and 2 below:

Section 1

The applicant must meet all of the following requirements (1) through (7) and possess the knowledge and skills necessary to perform their duties:

- (1) Native speaker of English or possess equivalent ability.
- (2) In principle, applicants must have experience living abroad.
- (3) The applicant's period of stay must expire on or after March 31, 2027, or he/she must be expected to renew his/her period of stay and stay until the end of March 2027.
- (4) An applicant who has obtained a residence status of "instructor," "long-term resident," "permanent resident," or "spouse or child of Japanese national," pursuant to Article 2-2, Appended Table I (2), and Appended Table II of the Immigration Control and Refugee Recognition Act (Act No. 319 of 1951, hereinafter referred to as "Immigration Control Act"), or an applicant whose status of residence is not among the above mentioned but who has obtained permission to engage in activity other than that permitted under their status of residence pursuant to Article 19, paragraph 2 of the Immigration Control Act and are allowed to serve as a Senior Assistant for English Teaching.
- (5) The applicant must have, or be expected to have, at least five years of experience as an Assistant Language Teacher under the Japan Exchange and Teaching Programme at Tokyo Metropolitan Schools and possess outstanding abilities, or have equivalent experience and abilities. (※)
- (6) The applicant must have an interest in teaching English (or other languages) as a foreign language, be motivated to engage in educational activities, and be able to obtain a recommendation stating that he/she is particularly suitable for working in a school educational setting from the current or former supervisor of his/her school, organization or employer.
- (7) The applicant must hold a qualification equivalent to a bachelor's degree from a four-year course at a university in an English-speaking (or other relevant language-using) country.

Conditions

Section 2

The applicant must not fall under any of the disqualifications listed in the following items (1) through (6):

- (1) A person who was sentenced to imprisonment or more serious charges and completed the execution thereof or is no longer executed
- (2) A person who has been dismissed from disciplinary action as an employee of the Tokyo Metropolitan Government and two years have not passed since the date of said dismissal.
- (3) A person who was a member of the Personnel Commission or the Fairness Commission and was sentenced for a crime provided for in Articles 60 to 63 of the Local Public Service Act.
- (4) A person who, on or after the date of promulgation of the Constitution of Japan, has formed or joined a political party or organization advocating the destruction of the Constitution of Japan or the government established under it with force.
- (5) A quasi-incompetent person to whom the provisions then in force shall remain applicable pursuant to the provisions of Article 3, paragraph 3 of the Supplementary Provisions of the Act for Partial Revision of the Civil Code (Act No. 149 of 1999).
- (6) A person who has a prior conviction for Specified Sexual Offenses as defined in Article 2, Paragraph 7 of the Act on Measures to be Taken by School Operators, etc. and Private Education/Childcare Service Providers for the Prevention of Sexual Violence, etc., Against Children (Act No. 69 of 2024).

※ 1 "at least five years of experience as an Assistant Language Teacher under the Japan Exchange and Teaching Programme at Tokyo Metropolitan Schools" includes JETs who arrived before February 2022.

2 Equivalent experience and abilities are generally defined as follows:

(a) Those who have engaged in teaching English or related subjects as a teacher at a school (regardless of whether the school is in Japan or abroad) and have approximately 7,500 hours or more of teaching experience.

	<p>(b) Those who have engaged in teaching English or related subjects to elementary, junior high, or high school-aged students in Japan who are not native speakers of English, and have approximately 7,500 hours or more of teaching experience.</p> <p><i>Note: The total number of working hours for (1) and (2) may be combined to meet the requirement of approximately 7,500 hours.</i></p>
Work Days	<p>16 days per month. The work hours per day shall be 7 hours and 45 minutes.</p>
Break Period	<p>The break period shall be 45 minutes per day, which is separate from work hours. The break period cannot be taken at the start or at the end of the day.</p>
Leave	<p>(Paid) Yearly paid leave, sick leave, leave for exercise of civil rights, maternity leave, leave for checkups during pregnancy and after delivery, adjustment of commuting time for pregnant women, childbirth support leave, childcare participation leave, congratulatory and condolence leave, disaster leave, summer leave</p> <p>(Unpaid) Sick leave, leave for pregnancy symptoms, short-time work hours for childcare, child nursing care leave, menstrual leave, short-term nursing care leave, nursing care leave, nursing care time, reduced working hours for children, childcare leave, partial leave</p> <p>※The above forms of leave will be granted when the necessary requirements are met. ※Sick leave will be granted as paid leave within the maximum limit determined by the number of working days; however, any sick leave taken beyond this limit will be treated as unpaid leave</p>
Remuneration	<p>360,000yen per month. Commuting allowance will be provided (Up to 150,000yen per month). ※In principal, payments will be made on the 15th of the month. ※Bonuses or part-time employees will be provided if the necessary requirements are met. ※The remuneration may be revised upward or downward during the fiscal year.</p>
Social Insurance	<p>Enrollment in mutual aid association, employees' pension insurance, employment insurance, and industrial accident compensation insurance</p>
Selection Process and Application Method	<p>Selection Process</p> <p>○ First Round (Document Screening) Selection will be conducted based on the following documents:</p> <p>(1) For those currently employed as an assistant teacher (under the Japan Exchange and Teaching Programme) for English and other languages for the Tokyo Metropolitan schools:</p> <ul style="list-style-type: none"> • Application for Fiscal Year Employee (Form No. 1) • Entry Sheet • Recommendation letter from the school principal • Declaration Regarding Specified Sexual Offense Criminal Record <p>(2) For those not currently employed as an assistant teacher (under the Japan Exchange and Teaching Programme) for English and other languages for Tokyo Metropolitan schools:</p> <ul style="list-style-type: none"> • Application for Fiscal Year Employee (Form No. 1) • Entry Sheet • Recommendation letter <ul style="list-style-type: none"> ※from the current or former supervisor of the applicant's school, organization, employer or friend. There are no restrictions on who may serve as the recommender. If obtaining such a letter is not feasible, please submit a self-recommendation letter.) • Official document(s) proving the applicant meets the application requirements (such as a certificate of employment). <i>The applicant must provide official documents that prove at least 7,500 hours of work experience in the relevant duties as described in the</i>

	<p>conditions <i>stated above</i>.</p> <ul style="list-style-type: none"> • Declaration Regarding Specified Sexual Offense Criminal Record <p>○ Second Round (Interview) In addition to the document screening, an interview will be conducted. Successful applicants will be selected through a comprehensive evaluation.</p> <p>Application Method Please send the following required documents by traceable postal mail (such as simplified registered mail (<i>Kan-i Kakitome</i>) or special recorded mail (<i>Tokutei Kiroku</i>)).</p> <p>(1) For those currently employed as an assistant teacher (under the Japan Exchange and Teaching Programme) for English and other languages for the Tokyo Metropolitan schools: <ul style="list-style-type: none"> • Application for Fiscal Year Employee (Form No. 1) • Entry Sheet • Declaration Regarding Specified Sexual Offense Criminal Record ※The recommendation letter should be sent directly by the school to the Tokyo Metropolitan Board of Education.</p> <p>(2) For those not currently employed as an assistant teacher (under the Japan Exchange and Teaching Programme) for English and other languages for Tokyo Metropolitan schools: <ul style="list-style-type: none"> • Application for Fiscal Year Employee (Form No. 1) • Entry Sheet • Recommendation letter • Official document(s) proving that the applicant meets the application requirements • Declaration Regarding Specified Sexual Offense Criminal Record </p> <p>(Mailing Address for Application Documents) 14F, Tokyo Metropolitan Government Second Government Building 2-8-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 163-8001 Japan Global Talent Cultivation Division Board of Education Tokyo Metropolitan Government For the attention of: International Education Planning Section</p> <p>Application Deadline</p> <ul style="list-style-type: none"> • February 27th, 2026 (documents received after February 27th, 2026 will not be accepted) <p><i>Please note: Interviews will be conducted in person in Tokyo. Online interviews are not permitted, even for applicants overseas or in remote areas. All costs related to the application process must be borne by the applicant.</i></p>
Special Notes	<p>1 In performing this work, it is necessary to confirm whether the applicant has any prior convictions related to Specified Sexual Offenses, based on the Act on Measures to be Taken by School Operators, etc. and Private Education/Childcare Service Providers for the Prevention of Sexual Violence, etc., Against Children (Act No. 69 of 2024; hereinafter referred to as the “Child Sexual Violence Prevention Act”).</p> <p>2 If an applicant has a prior conviction for a Specified Sexual Offense (i.e., is a person corresponding to “Persons with Specified Sexual Offense Records”), measures must be taken under the Child Sexual Violence Prevention Act to ensure that such a person is not engaged in this work. For this reason, the absence of such prior convictions is required as one of the conditions for appointment.</p> <p>3 Accordingly, during the selection process, confirmation of the presence or absence of prior convictions for Specified Sexual Offenses will be conducted in advance through documents, interviews, and other means.</p>

Contact Information	International Education Planning Section Global Talent Cultivation Division Board of Education, Tokyo Metropolitan Government Phone: 03-5000-7033 Mail: S0311301@section.metro.tokyo.jp
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○The above may be subject to change due to system and/or policy revisions or other circumstances.