

International Christian University High School (Tokyo) is seeking a full-time English Language Arts (ELA) teacher with excellent English proficiency to instruct primarily returnee students starting April 2026. Responsibilities are as follows:

【Responsibilities】

● Subject Instruction:

Teach 14-16 hours of classes per week. Classes are conducted in English, similar to international schools or local schools in English-speaking countries. Classes are organized by proficiency level with approximately 25 students each.

● Guidance for Overseas University Admissions:

Provide guidance to students aspiring to attend overseas universities, participate in regular meetings with colleagues, write letters of recommendation, host university visits, and manage the administration of external exams held on campus.

● Administrative Responsibilities:

Participate in weekly Foreign Languages Department meetings and full-time faculty meetings. Contribute to overall school operations as a full-time faculty member, including public relations, entrance examination, and school events duties.

【Application Requirements】

1. Possession of the following qualifications and abilities:

- Bachelor's degree or higher in English Literature or a related field
- Experience teaching English Literature, AP, IB DP, A-level, or equivalent courses at the high school level
- Willingness to teach elective courses such as Media Studies, AP Literature and Composition, and College Reading
- Proficiency in utilizing modern technologies like Google Suite or Microsoft Suite, with the ability to conduct online classes as needed
- Commitment to curriculum development

2. For foreign nationals: Possession of a visa permitting employment as a Japanese high school teacher

3. Understanding and empathy for the diverse needs of our students, and the ability to support returnee students socially, emotionally, and academically

4. Understanding and respect for the Christian education of our school

5. Ability to work actively within the Japanese school system

6. Japanese language proficiency (or motivation to learn)

【Compensation and Benefits】

Subject to the employment regulations of the institution of International Christian University. Salary varies based on age, qualifications, and teaching experience. Details will be explained during the interview.

For reference (as of November 2025):

Base Salary (with regular annual increases)

Master's degree holder: ¥271,600 (age 24)

Bachelor's degree holder: ¥255,300 (age 22)

● Allowances:

1. Returnee Student Guidance Allowance
2. Dependency Allowance
3. Commuting Allowance
4. Housing Allowance
5. Others

- Bonuses and Special Adjustment Payments are paid according to regulations of the institution.

- For those without a Japanese teaching license, after two years, the contract may be converted to permanent employment until retirement age (currently 65) upon mutual agreement with the school.

Applicants should send a cover letter and resume (including email addresses of at least two professional references) to Mr. Davis at icuhshiring@icu-h.ed.jp by Thursday, January 15, 2026.

Candidates invited to interviews will be notified within a week of the deadline and asked to submit the following materials:

1. Transcripts of university or graduate school
2. A copy of your teaching license or a certificate of expected completion (if applicable)
3. Sealed graduation certificates or certificate of expected graduation from university and graduate school (if applicable)