

Nara City Board of Education

“Advisor of English Education” recruitment information

Submission of Application Materials : By 5:00 p.m. 25th, February (Wednesday)

1. employment information

Number of Positions	One
Main Responsibilities	<p>(1) Instructing teachers of municipal schools in Nara about English education.</p> <p>Giving advice and support on English education and English lessons to teachers at municipal elementary and junior high schools in Nara City.</p> <p>(2) Conducting seminars on English education and having English lessons to the teachers at Nara City Board of Education.</p> <p>(3) Preparing lesson plans and creating teaching materials.</p> <p>(4) Assisting in preparations for English proficiency examinations etc.</p> <p>(5) Supporting the students with their English learning.</p> <p>(6) Helping the teachers and schools to coordinate the situation for the students' use of English.</p> <p>(7) Promoting the understanding of different people and culture.</p> <p>(8) Assisting office work at Nara City Board of Education.</p>
Application Requirements	<p>All applicants must:</p> <p>(1) be able to commute to Nara City.</p> <p>(2) be a native English speaker or have equivalent abilities.</p> <p>(3) have a Bachelor's degree.</p> <p>(4) have at least one of the certifications of TESOL, TECSOL, TEFL and CELTA or have equivalent certifications or abilities.</p> <p>(5) have an experience of over 3 years teaching experiences for children or students in Japan</p> <p>(6) have Japanese-Language Proficiency Test (JLPT) N3 or above, or have equivalent certifications or abilities to teach and give guidance in Japanese.</p> <p>(7) have the appropriate type and period of visa to work for this position in Japan.</p> <p>(8) understand the education curriculum and government guidelines for</p>

	<p>education in Japan. Also, applicants must have the enthusiasm and abilities to perform the role as AEE.</p> <p>(9) have interest to communicate with students and teachers positively and sincerely. In addition, applicants must be eager to deepen mutual understanding with students and teachers.</p> <p>(10) be both mentally and physically healthy.</p> <p>(Successful applicants must undergo a medical examination, including chest X-ray. Furthermore, the medical examination must result in “no findings” or fall “within normal range.” Submission of the results to the Nara City Board of Education is mandatory.)</p> <p>※Applicants who have a driver’s license and are able to perform duties that require driving are preferred.</p> <p>※Submit a letter of recommendation if possible.</p>
Age Limit	No limit
Disqualification	<p>A person who falls under any of the following items cannot apply for this position:</p> <p>(1) A person under guardianship or curatorship (including a quasi-incapacitated person for whom the provisions then in force remain applicable under the enforcement of the Act for Partial Revision of the Civil Code).</p> <p>(2) A person who has been sentenced on account of a crime by imprisonment or more serious punishment, and of whom the execution of the sentence has not been completed or who has not yet ceased to be amenable to the execution of the sentence;</p> <p>(3) A former public officer of Nara City who was dismissed by disciplinary action within two years of application.</p> <p>(4) A person who formed or belonged to a political party or other organization which advocated the overthrow of the Constitution of Japan or the government established under the Constitution of Japan by force.</p> <p>(5) Those who do not possess Japanese nationality and are subject to restrictions of employment by status of residence.</p> <p>(6) If an applicant has a criminal record for a specific crime (if the applicant is found guilty of a specific crime), in accordance with the Child Sexual Violence Prevention Act, measures must be taken to prevent the applicant from engaging in this work, etc. Therefore, one of the conditions for employment is that the</p>

	<p>applicant does not have a criminal record for a specific crime.</p> <p>(7) For this reason, in advance of the recruitment selection process, we will check whether or not the applicant has a criminal record for a specific crime by submitting a written pledge or resume.</p>
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2. Working Conditions

Duration of Contract	April 1st, 2026 – March 31st, 2027
Workplace	<ul style="list-style-type: none"> • Nara City Board of Education (Nara City government office) • Municipal Elementary Schools in Nara (visit schools from Nara City government office) • Nara City Health and Education Center (Hagukumi Center), Municipal Junior High Schools in Nara, Municipal High school in Nara (if necessary)
Salary	<ul style="list-style-type: none"> • Monthly salary: ¥327,500/month (full-time) • End-of-term allowance is provided. However, the payment rate varies depending on length of employment. • If your one-way journey is 2km or more, you will be eligible for a commuting allowance. However, there are limits and requirements. • Due to amendments to the ordinance, there may be increases or decreases in salary retroactive to the start date of appointment.
Working Hours	from 8:30a.m.-5:15p.m. (including 60-min break)
Holidays	Weekends, national holidays and the year-end and New Year holidays (December 29th through January 3rd)
Provided insurance	Health insurance, welfare pension insurance and employment insurance will be deducted from monthly salary. Long-term care insurance will be deducted depending on applicant's age.

3. Application

Application	Please enter the required information in the application form below and submit
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	<p>it.</p> <p>https://logoform.jp/form/p6et/1438392</p> 
Selection Procedure	<p>(1) First stage: Screening of application materials</p> <p>(2) Second stage: Interview</p> <p>※ All applicants will be notified of the results by mail. Only successful applicants of the first stage will be able to go on to the second stage.</p>
Second Stage	Will be scheduled from February 27th (Sunday) - March 3rd (Sunday), 2026
Other Notification	<p>Applicants selected to go on to the second stage will need to bring the original copy of the following documents to the interview.</p> <ol style="list-style-type: none"> 1) A photocopy of your valid visa 2) A photocopy of your university or postgraduate school Certificate of Graduation 3) A photocopy of your driver's license available in Japan (if you have) 4) A photocopy of Certification of TESOL, TECSOL, TEFL, CELTA, Japanese-Language Proficiency Test (JLPT) N3 or above, and other qualifications 5) A photocopy of your employment agreement if currently employed. 6) A letter of recommendation (if possible) <p>※ Contact us if you are unable to prepare any of the documents above in time for the submission deadline.</p>
The Date of Employment	1 st April, 2026
<p>Contact Information</p> <p>School Education Division, Nara City Board of Education</p> <p>Nara City government office (1-1-1 Nijo Oji Minami, Nara City)</p> <p>(Location: Nara City government office, the 3rd floor of the north wing)</p> <p>TEL : (0742)34-4763</p> <p>e-mail : gakkoukyouiku@city.nara.lg.jp</p>	

