

FOREIGN ASSISTANTS FOR EDUCATION OF ENGLISH, ETC.

Recruitment Information

Items	Contents
Position	FOREIGN ASSISTANTS FOR EDUCATION OF ENGLISH, ETC. (Fiscal year employees) 【ALT】
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 first work day at the appointed school to the last work in a fiscal year out of the assistants' work days designated under the teaching plan drawn up by principals. (From September 4th, 2026 to March 12th, 2027)</p> <p>※Reappointment not through public recruitment shall be limited to 4 consecutive times, as long as the assistants demonstrate satisfactory performance.</p>
Work Place	Metropolitan Hachioji-Minami Special Needs Education School
Duties	<p>The assistants shall help teach students as instructed by the teachers of English, etc. (hereinafter referred to as “teachers”). The specific details of the duties that assistants should fulfill shall be as listed below.</p> <ol style="list-style-type: none"> (1) To help team-teach with JTEs at school(s) designated by the Board of Education, and prepare or wrap up before or after class (the time remaining out of 1 unit hour) (2) To assist classes during a long break and other off-time periods, and prepare or wrap up before or after class (the time remaining out of 1 unit hour) (3) Duties on other occasions <ol style="list-style-type: none"> i. To help create, and grade performance tests during the periodical examination or other related examinations ii. To participate in meetings for lesson planning at the beginning of each school term, etc. <p>Section 2 Assistants shall undertake training designated by the Board of Education in order to acquire the knowledge and skills necessary to perform their duties.</p>
Conditions	<p>A person who satisfies both 1 and 2 below</p> <p>1 Those who have all of the following (1) through (6) and possess the knowledge and skills necessary to perform their duties</p> <ol style="list-style-type: none"> (1) Native speaker of English or possess equivalent ability. (2) In principle, foreign nationality is required. (3) The applicant's period of stay must expire on or after March 31, 2027, or he/she is expected to renew his/her period of stay and stay until the end of March 2027. (4) Graduated from a university or higher educational institution. (5) Those who have 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 those whose status of residence is not among the above mentioned but who have 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 assistants. (6) Those who are interested in teaching English as a foreign language, have a desire to be involved in education, and are suitable to be involved in education at schools. <p>2 A person who does not fall under any of the disqualifications listed in the following (1) through (5)</p> <ol style="list-style-type: none"> (1) Anyone 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.

	<p>(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.</p> <p>(4) Anyone 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.</p> <p>(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).</p>
Work Hours	<p>70 hours in total by March 12th, 2027</p> <p>**We will allocate 70 hours between two prospective hires.</p> <p>Within 7 hours per day and 29 hours per week.</p> <p>※ The principals shall determine the assistants' work days.</p>
Holidays	<p>(Paid)</p> <p>Yearly paid leave, Leave for exercise of civil rights, Marriage and condolence leave, Summer leave (※), Maternity leave for pregnancy and childbirth, Maternal and child health checkup leave, Commuting time during pregnancy, Childbirth support leave, Childcare participation leave</p> <p>(Unpaid)</p> <p>Childcare time, Child nursing care leave (※), Menstrual leave, Leave for pregnancy-related medical symptoms, Short-term nursing care leave (※), Nursing care leave (※), Nursing care time (※), Childcare leave (※), Partial leave (※)</p> <p>(※) The above forms of leave will be granted when the necessary requirements are met.</p>
Remuneration	<p>5,820 yen per unit hour.</p> <p>Travelling allowance will be provided. (Up to 2,600yen per day)</p>
Social and Labor insurance	Not applied
Workers Compensation	Stipulated by the Industrial Accident Compensation Act (Act No. 50 of 1947)
Application Information	<p>(1) Procedure</p> <p>Complete the following documents and attach them in e-mail.</p> <p>i. [Application]</p> <p>Form No. 1 Application for Fiscal Year Employee</p> <p>ii. [Form for adjustment of interview schedule]</p> <p>Form for adjustment of interview schedule for FOREIGN ASSISTANTS FOR EDUCATION OF ENGLISH, ETC. FY2026</p> <p>(2) E-mail address</p> <p>S0781556@section.metro.tokyo.jp</p> <p>(3) Deadline for Application June 29th, 2026</p> <p>(4) Notice of results</p> <p>Written notice of results will be sent to applicants by July 6th, 2026</p>
Special Notes	<p>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 Prevent Sexual Violence Against Children by School Founders and Private Education/Childcare Service Providers, etc. (Act No. 69 of 2024; hereinafter referred to as the "Child Sexual Violence Prevention Act").</p> <p>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>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. 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>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>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>
<p>Contact Information</p>	<p>Metropolitan Hachioji-Minami Special Needs Education School Phone: 042-675-8373 From 9:00 AM to 5:00 PM Vice principal Hiroshi Nakabayashi</p>