

APPLICATION INFORMATION FOR THE SPRING 2024 TERM

YOUNG LEARNERS ENGLISH PROGRAM SECONDARY SCHOOL ENGLISH PROGRAM UNIVERSITY PROGRAM

We are accepting applications from overseas and from inside Japan for in-class teaching positions of the University Program, Young Learners English Program, and Secondary School English Program.

Lessons in these programs are set to be delivered face-to-face on campus. However, it is still possible that the method of lesson delivery could be fully or partially switched to online teaching or a combination of in-class and online lessons. Therefore, we are looking for applicants who are interested in teaching on campus in Japan, but who would be willing to switch to working remotely when required.

Decisions regarding the classroom settings and rules, the lesson style, and the on-campus hours are made by our client schools and universities and are subject to change both before and during the semester. We will need to comply with their requests.

- Working hours on our programs are between 8:50am-5:50pm, 9:00am-6:30pm, or similar (Japan Standard Time).
- Westgate can only offer positions which cover the full Monday-Friday working week, i.e., there are no positions for those who are only available for certain hours or on certain days of the week.

YOUNG LEARNERS ENGLISH PROGRAM / SECONDARY SCHOOL ENGLISH PROGRAM

Please check "[Young Learners Program / Secondary School Program](#)" section of our website for the details.

Location:	Nagoya, Aichi Prefecture
Contract Period:	Year-long: From late March to late March of the following year Term-based: From late March to late July
Compensation:	Starting from ¥290,000 per month

In lessons on both the Young Learners and Secondary School English Programs, the Westgate instructor would be the sole instructor in the classroom, not an assistant language teacher.

UNIVERSITY PROGRAM

Please check "[University Program](#)" section of our website for the details.

Location:	Kanto Region (Tokyo, Kanagawa, Saitama, and Chiba Prefectures), Aichi Prefecture, and Osaka Prefecture
Contract Period:	From late March, mid-/late April or early May to late July or early August
Compensation:	Starting from ¥275,000 per month (Starting from ¥260,000 per month for those with less than 499 hours of classroom teaching experience and a teaching certificate or credentials/qualifications)

FLIGHT REIMBURSEMENT

Westgate can reimburse instructors for flights to and from Japan for their Spring 2024 term contract. Flights must be approved prior to purchase and would need to meet Westgate's conditions regarding arrival and departure dates and times.

Acceptable Points of Departure:	Any airport outside Japan
Acceptable Points of Arrival:	Either Haneda or Narita airports
Reimbursement Limit:	US \$1,600* (US \$800 for arriving and departing flights respectively)

Note: Those offered year-long contracts (i.e., for Young Learners or Secondary School English Programs) will be eligible for the above-mentioned reimbursement for arriving flights but may have different limits for flights departing Japan at the end of the Fall 2024 term or beyond.

*Our standard reimbursement limit is US \$1,200 (US \$600 for arriving and departing flights respectively); the limit for the upcoming Spring 2024 term being an exception to our usual policy.

HARDWARE REQUIREMENTS

Instructors will need to use their own computers to work and teach during their employment with Westgate. Occasionally, they are required to bring their own laptop to the campus.

In order for instructors to be able to work smoothly through Westgate's IT system, the following hardware requirements would need to be met.

- CPU: Intel Core i5 or higher; Apple M1 Chip or higher
- Memory: 8GB or higher
- Internet speed: 10Mbps or faster with a stable connection
- Operating System: Microsoft Windows 10 Version 22H2 or newer; Microsoft Windows 11* Version 22H2 or newer; Apple macOS Monterey 12.6.9 or newer
(Instructors who use another OS would need to check with us for confirmation about whether that OS is acceptable or not.)
- Browser: Microsoft Edge; Google Chrome latest version; Apple Safari 16.6 or newer
- Valid and active anti-virus software
- Web camera and microphone
- Adobe Acrobat Reader DC

Instructors must agree to install applications that are required by Westgate.

If an applicant does not meet the requirements above, we may not be able to make a hiring decision.

BASIC PRECAUTIONARY MEASURES

The government of Japan reclassified COVID-19 to Class 5 from May 8th, 2023 and has announced that the wearing of masks in public settings is not mandatory but is the choice of each individual. However, mask-wearing is still recommended in crowded places, such as on buses or trains, as well as when visiting medical institutions.

Instructors will need to follow the rules and guidelines of their respective workplaces, and regardless of their vaccination statuses or of the government's policies, must take precautionary measures as advised by the client. These could include some or all of the following.

- Setting up guidelines for social distancing in the classroom
- Asking both instructors and students to wear masks or face shields
- Ensuring that there is adequate ventilation
- Having sanitizers available
- Taking a COVID-19 test when required