

APPLICATION INFORMATION FOR THE SPRING 2022 TERM

YOUNG LEARNERS ENGLISH PROGRAM SECONDARY SCHOOL ENGLISH PROGRAM UNIVERSITY PROGRAM

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

For the Spring 2022 term, lessons in these programs are set to be delivered face-to-face on campus. However, it is possible that the method of lesson delivery could be switched to online teaching or a combination of in-class and online lessons. There is even the possibility of instructors being asked to be present on campus to deliver online lessons.

A decision to change the method of lesson delivery could occur at any time, i.e., either before or after the start of the semester. 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.

Notes:

- Instructors will need to follow the rules and guidelines of their respective workplaces with regard to precautionary measures for the spread of COVID-19. These measures would apply to all instructors, even those who have been fully vaccinated, and will include social distancing, wearing a mask, gargling, washing your hands, using hand sanitizer, and avoiding closed or crowded places.
- The decisions regarding the classroom setting and rules, the lesson style, and the on-campus hours are made by the clients and Westgate will need to comply with their requests. Likewise, Westgate instructors will need to provide lessons in the manner decided by our clients.
- 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 on certain weekdays.

YOUNG LEARNERS / SECONDARY SCHOOL ENGLISH PROGRAM

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

Location: Nagoya, Aichi Prefecture
Contract Period: Late March to late July
Compensation: Starting from ¥280,000 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 PROGRAMS

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

Location:	Kanto Region (Tokyo, Kanagawa, Saitama, and Chiba Prefectures) and Aichi Prefecture
Contract Period:	From late March, April, or early May to mid or late July
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)

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
- Memory: 8GB or higher
- Internet speed: 10Mbps or faster
- Operating System: Microsoft Windows 10 - May 2021 Update [21H1] or newer; or Apple macOS Catalina 10.15 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 93 or newer; or Apple Safari 14.1 or newer
- Valid and active anti-virus software
- Web camera and microphone
- Adobe Acrobat Reader DC

* Instructors would also need to 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

In order for Westgate instructors to be protected against COVID-19, as well as to protect the staff members and students of our client schools and universities, we recommend that instructors get fully vaccinated at their earliest opportunity.

For in-class settings, Westgate takes the following measures*:

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

*These measures should be adhered to regardless of one's vaccination status.

ENTERING JAPAN

We will follow the instructions of the Japanese Government regarding entry into Japan. There are certain regulations and conditions that must be adhered to for one to be eligible to enter Japan, as listed below.

Key points:

- The purpose of your visit should be essential to the business of your visa sponsor.
- You should be a resident of the country you depart from.
- You agree to monitor your health condition for at least 14 days prior to your departure.
- You must take a medical test and obtain written proof of a negative test result for COVID-19 within 72 hours of your international departure flight. The Japanese Government provides specific guidelines on the testing and result format required. You need to present the proof to customs officials at the airport upon your arrival in Japan.
- You will also need to take another COVID-19 test at the airport in Japan and stay at a specified location until the test result arrives.
- There will be a 14-day self-isolation period upon your entry with a location tracker and daily report of your health conditions to the government.
- When required, you will submit information on your location to the government.
- You will be prohibited from using public transportation for 14 days upon your entry.
- You will need to download and install any apps specified by the government to your smartphone as part of the quarantine process.
- You will take the necessary precautionary measures including wearing a mask, gargling, washing your hands, using hand sanitizer, and avoiding closed or crowded places even if you are fully vaccinated.

For more details, please check the information from Japanese Embassies and other governmental organizations. There are likely to be updates announced and we recommend you check these sources directly from time to time.