

APPLICATION INFORMATION FOR THE FALL 2021 TERM

UNIVERSITY PROGRAM YOUNG LEARNERS PROGRAM SECONDARY SCHOOL ENGLISH PROGRAM

The lessons in all Westgate programs are set to be delivered face-to-face on campus. However, as our client schools and universities continue to be affected by the ongoing COVID-19 pandemic, lessons might be delivered online or perhaps a combination of on-campus and online. There is even the possibility of instructors being asked to be present on campus to deliver online lessons.

The decisions regarding the lesson style, on-campus hours, and the classroom setting are made by the clients and Westgate will need to comply with their requests. As a result, 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 PROGRAM / SECONDARY SCHOOL ENGLISH PROGRAM

Classes in the Young Learners Program and Secondary School English Program will initially be held at school. Thus, instructors will need to visit their assigned campus to teach in person, but our client schools may request some online work (either at schools or at home). Therefore, we are looking for applicants who would be willing to work on campus and/or remotely if needed.

UNIVERSITY PROGRAMS

For the Accredited University Program, instructors will need to visit their assigned campus in person. As a result, we are only able to consider applicants who are already based in Japan for those positions. However, please be aware that instructors would also need to be prepared to switch to teaching online when requested.

For the Extracurricular University Program, we expect that most lessons will be delivered face-to-face on campus. Therefore, we are primarily considering applicants who are already based in Japan. However, lessons at a limited number of campuses will be conducted online for the whole fall semester. For those positions, we can consider applicants from overseas, or applicants in Japan who do not live within a commutable distance to any of our campuses in Kanto or Aichi.

*Applicants from overseas are advised to consider the time-difference between Japan and the country in which they would be based before applying for our positions.

*Please note that if an instructor begins the semester teaching online from overseas, it would not be possible to then move to Japan or a different country later in the semester. In such cases, the instructor would teach the entire course online at a fixed place from overseas.

HARDWARE REQUIREMENTS

You will need to use your own computer to work and teach during the employment with Westgate. Occasionally, you would be required to bring your own laptop to the campus.

In order for instructors to be able to work smoothly through Westgate's IT system, you would need to meet the following hardware requirements. If you teach on campus either in-person or online, please make sure that you have a laptop that meets the following requirements.

- CPU: Intel Core i3 or higher (Core i5 or higher preferred)
- Memory: 4GB or higher (8GB or higher preferred)
- Internet speed: 1.5Mbps (=1500Kbps) or faster (6Mbps or faster preferred)
- Operating System: Microsoft Windows 10 - May 2020 Update [2004] or newer; or Apple macOS Mojave 10.14.6 or newer (If you are using another OS, you would be asked to check with us to confirm whether it is ok or not)
- Browser: Microsoft Edge; Google Chrome 90 or newer; or Apple Safari 14.1 or newer
- Valid and active anti-virus software
- Web camera and microphone
- Adobe Acrobat Reader DC

* You 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

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