

## **Application Information for the Spring 2021 Term**

University Program

Young Learners Program

Secondary School English Program

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

### **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 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 be asked to install a Government-specified COVID-19 contact-confirming app.
- You are required to be covered by private health insurance covering the period of your stay (effective from the day of your entry) or until you join National Health Insurance/Employees' Health Insurance in Japan.
- You will take the necessary precautionary measures including wearing a mask, gargling, washing your hands, using hand sanitizer, and avoiding closed or crowded places.

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.

### **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

### **Possible online teaching**

Due to the prolonged effects of the COVID-19 situation, Westgate needs to be flexible regarding the type of teaching we are able to provide. Based on societal needs and/or those of our clients, lessons in the University Program might be delivered on campus, online, or perhaps even a combination of the two. There may even be a possibility of instructors being asked to be present on campus to deliver online lessons.

Classes in the Young Learners Program, and Secondary School English Program will initially be held at school, but they may request some online classes (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.

For the University Program, depending on the needs of the clients, there is a possibility that we will need to run the courses fully online. If that happens, we might be able to offer remote work to those based either in Japan or overseas.

\* Such decision by our clients may come at the very last minute and we are currently unable to guarantee the availability of remote work for the University Program.

\* If it turns out that we are able to hire instructors to work outside of Japan, lessons will be held according to regular on-campus hours in Japan, such as between 9:00 and 18:00 (Japan Standard Time).

In order to be able to teach for Westgate online, you would need to meet the following hardware 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, 3Mbps or faster preferred
  - Operating System: Microsoft Windows 10 - November 2019 Update [1909] 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; or Apple Safari 13 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.