

ALT Position in Maebashi City (for 2026-2027)

Maebashi City Board of Education is going to employ a small number of Assistant Language Teachers. Please read the following to apply for the position.

1. Job title: Assistant Language Teacher (Maebashi City's Fiscal year employee)
2. New persons to be accepted: some
3. Contract Period: April 1st, 2026 - March 31st, 2027
4. Duties:
 - 1) Assist in foreign language lesson and the preparation of teaching materials at a junior high school or a high school.
 - 2) Assist in foreign language activities class and lesson and the preparation of teaching materials at elementary schools.
 - 3) Assist in activities for international awareness in each school.
 - 4) Assist in activities at kindergartens or nursery schools if needed.
 - 5) Assist in the preparation of speech contest, exchange program, and assist with some other foreign language ability contests at schools.
 - 6) Assist with seminars for teachers and junior high students in summer vacation.
 - 7) Attend to daily activities with students such as cleaning time, and lunch time.
 - 8) Other duties accepted as necessary by the supervisor or the school principal.
5. Working Conditions (Depending on the budget of Maebashi City for next year, it may change)
 - 1) Hours: 7 hours a day totaling 35hours a week exclusive of break time
In principle, the duty hours will be from 8:30am to 4:15pm from Monday through Friday.
(The duty hours may change according to the schools they will work at.)
 - 2) Salary: 314,400 yen a month (achievements of this year)
Commuting expenses are paid separately according to the City's regulations.
(It means that the commuting expenses sometimes cannot be reimbursed in full.)
 - 3) School assignment: Maebashi City Board of Education will assign the schools.
 - 4) The ALT must follow The Management Guidelines for The Maebashi City Assistant Language Teachers for the other conditions not written here.
6. Eligibility
 - 1) The applicant must be a native speaker of English or a person from the country where English is spoken as a common language. If neither, the applicant must have a certificate of completing a TEFL (Teaching English as a Foreign Language) or TESOL (Teaching English to Speakers of Other Languages) course.

- 2) The applicant must hold a college/university degree.
- 3) The applicant must have a basic knowledge of Japanese to conduct daily conversation in Japanese.
- 4) The applicant must have at least one year's experience of teaching at elementary and/or junior high school as Assistant Language Teacher in Japan. Or nearly experience of that.
- 5) The applicant lives in Maebashi City or around the city, and must commute to the schools by themselves. The applicant must organize their house by themselves.
- 6) The applicant must have a proper visa to work in Japan.
- 7) The applicant must be physically and mentally healthy and they must be devoted to education.
- 8) The applicant must be a person who has adaptability for the job and a warm heart.

7. How to apply:

The applicant must send by e-mail the following documents to the submission place during the application period.

- 1) Curriculum Vitae (designated sheet)

*Please download the template from the Recruitment of ALT page in the Maebashi city Website

- 2) Copy of degree certificate or certificate of college/university graduation
- 3) Copy of passport (including a page showing visa status)
- 4) Copy of foreigner's registration card
- 5) Copy of the TEFL/TESOL certificate (if needed)

8. Application Period:

November 4th, 2025 – December 4th, 2025

9. Selection Procedure: Screening of the application documents (1st selection)

Interview (2nd selection)

*We will inform you about interview date, time and location by e-mail once all of the application documents have been received.

10. further inquiry:

※ Do Not send papers by mail. E-mail all application documents.

School Education Division, Maebashi City Board of Education (10th floor of Maebashi City Office)

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