

Dalton Tokyo Junior and Senior High School
2026 Academic Year English Faculty Recruitment Guidelines

Recruitment Details / Employment Type	<p>Full-Time Employment / Full-Time Teacher</p> <p>※Teachers may take on homeroom responsibilities and are considered full members of the school community, including participation in meetings, workshops, and collaborative teaching initiatives.</p> <p>※Full-time teaching positions are offered with an initial employment period of one year, with the possibility of promotion to a permanent contract.</p>
Contract Period	April 1, 2026 - March 31, 2027
Work Location	2-28-20 Irima-cho, Chofu-Shi, Tokyo
Qualifications	<ul style="list-style-type: none"> • Native-level proficiency in English (Native speakers or candidates with equivalent proficiency). • Basic Japanese proficiency is necessary to communicate with staff and navigate daily school operations (N3 or above preferred). • Must have prior experience teaching junior high and high school students. • Must support learner-centered education principles based on the Dalton Plan and show enthusiasm for implementing these practices. • Must value teamwork and be open to working collaboratively with other faculty members in both English and Japanese. • Must be capable of independently teaching English at an academic level to returnee students and those with native-level English proficiency. • Must possess basic computer literacy, including the ability to use email, word processing software, spreadsheets, and online teaching tools. • Candidates with a Master's degree, TESOL certification, or a teaching license from their home country are especially encouraged to apply. • Candidates that possess the ability to teach other subjects (e.g., math, science, social studies) in English are preferred, although this is not a requirement.
Salary Conditions	Compensation will be determined in accordance with the school pay scale, considering the applicant's experience, qualifications, and other relevant factors.
Work Hours	<p>5 days a week, Monday through Friday, 8:00–18:00</p> <p>*A variable working hour system is in place on school days and working hours are adjusted during long vacation periods.</p>
Holidays	In general, weekends and public holidays are days off. However, occasional weekend or holiday work may be required for entrance exams, information sessions, and school events, with time off given in lieu.
Leave	Annual paid leave (as per regulations)
Allowances	Transportation allowance, etc.(as per regulations)
Social Insurance	<p>Enrollment in the Japan Private School Promotion and Mutual Aid Corporation (health insurance and pension)</p> <p>Employment insurance</p> <p>Workers' compensation insurance</p>
Recruitment Period	Recruitment will close once suitable candidates are found.
Selection Process	Candidates who pass the document screening will undergo a mock lesson and interview.
Application Method	<p>Please submit the following documents in PDF format to the email address below:</p> <p>Note: Please specify the position you are applying for in both the email body and Statement of Purpose.</p> <p>Resume: 1 copy</p> <p>List of Educational and Professional Experience (free format): 1 copy</p> <p>Statement of Purpose (free format, within one A4 page): 1 copy</p> <p>Email Address for Submission hr@daltontokyo.ed.jp</p> <p>Addressed to: Recruitment Division Dalton Tokyo Junior and Senior High School</p>
Contact Us	<p>〒182-0004</p> <p>2-28-20, Irimacho, Chofu-shi, Tokyo</p> <p>Dalton Tokyo Junior and Senior High School</p> <p>TEL: 03-5787-7945 (Excluding Saturdays, Sundays, and holidays, from 9:00 to 16:00)</p> <p>Email: hr@daltontokyo.ed.jp</p>