

APPLICATION INFORMATION FOR THE FALL 2023 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.

Lessons in these programs are set to be delivered face-to-face on campus. However, it is still possible, depending on the COVID-19 situation, that the method of lesson delivery could be fully or partially 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.

Decisions regarding the classroom settings and rules, the lesson style, and the on-campus hours are made by our client schools and universities, and we will need to comply with their requests. Likewise, Westgate instructors will need to provide lessons in the manner decided by our clients.

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:

- 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 for certain hours or on certain days of the week.

YOUNG LEARNERS ENGLISH PROGRAM / SECONDARY SCHOOL ENGLISH PROGRAM

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

Location:	Nagoya, Aichi Prefecture
Contract Period:	Year-long: From late August to late July of the following year Term-based: From late August to late March
Compensation:	Starting from ¥290,000 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 PROGRAM

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

Location:	Kanto Region (Tokyo, Kanagawa, Saitama, and Chiba Prefectures), Aichi Prefecture, and Osaka Prefecture
Contract Period:	From late August or early/mid September to late December, January, or early February
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; Apple M1 Chip or higher
- Memory: 8GB or higher
- Internet speed: 10Mbps or faster with a stable connection
- Operating System: Microsoft Windows 10 Version 22H2 or newer; Microsoft Windows 11* Version 22H2 or newer; Apple macOS Monterey 12.6.4 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 latest version; Apple Safari 16.3 or newer
- Valid and active anti-virus software
- Web camera and microphone
- Adobe Acrobat Reader DC

* Windows 11 should be updated to Version 22H2, which was released in September 2022, since Version 21H2 will no longer be supported from October 10, 2023.

Instructors must 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

The government of Japan has announced that the wearing of masks in public settings is not mandatory but is the choice of each individual. However, mask-wearing is still recommended in crowded places, such as on buses or trains, as well as when visiting medical institutions.

Regardless of the government's policy, instructors still need to follow the rules and guidelines of their respective workplaces, and must take precautionary measures as advised by the client, which could include some or all of the following.

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

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

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 keep up to date with their vaccinations.

ENTERING JAPAN

Instructors entering Japan from overseas must follow all procedures and adhere to any conditions as specified by the Japanese government. The conditions and procedures for entry to Japan have been changed many times over the past few years and it is possible that there will be further changes in the future.

Please check the website of the Ministry of Health, Labour and Welfare below.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

There may also be updates to the policies and procedures of Japanese embassies and other governmental organizations. We recommend you check these sources directly from time to time.