

# **Introduction to Shane English School for Full-Time Teachers**

## **THE COMPANY**

Shane English School (SES) is a well-established and respected chain of EFL schools started in the Kanto region of Japan in June 1977. SES schools, a mix of directly owned and franchise, are mostly situated in Tokyo and the prefectures surrounding Tokyo, but there are also schools in Nagoya, Kansai and Kyushu. They are very much part of the local neighborhood, providing a friendly, professional service to many kinds of students following a variety of courses. SES places a great emphasis on providing a good quality, good value, caring service to its students and as a result a high proportion of our students join through word-of-mouth recommendations and/or as a result of observing or participating in classes on a trial or demonstration basis. Since November 2010, SES has been a member of the Eikoh group of companies, a large juku chain in Japan.

## **SCHOOLS**

All schools are equipped with teaching and classroom materials. Each school is made up of between 1 and 5 classrooms (typically 2 or 3). The larger schools will have over 200 students, whilst newer and smaller ones may have fewer than 100. This means that while on most days Teachers will be working alongside teaching colleagues, there may be some days where they are the only Teacher in the school, but every school always has a Japanese School Counselor there, too.

## **TEACHERS**

The company currently employs about 500 native English-speaking Teachers, each of whom is assigned to one particular district where they are supported by and responsible to their Director of Studies (DoS) & Assistant Directors of Studies (ADoS). DoS and ADoS are hugely knowledgeable of Company operations and are there to support you. The dress code is formal for all Teachers; as if working in an office environment. No jeans or trainers are allowed.

## **STUDENTS**

Students are aged from 2 years old through to seniors. Around 50% of our students are children and 50% adults, although this can vary considerably from school to school and from day to day. Adult students are grouped by ability from foundation (beginners) to advanced. It should be noted that the vast majority of students are generally pre-intermediate level and below. The maximum class size in any Shane schools is 6 for both adult and children's classes (3 for 2 year olds). However, class sizes can be lower, and Teachers can spend much of their time teaching small groups and 1:1 private classes. Demonstration lessons for prospective new students will also likely feature on any schedule.

## **COURSES**

A standard group lesson is 50 mins in length and meets once a week. Many adult students opt to take private one-to-one lessons of 40 mins duration, sometimes in addition to their group lesson. Courses are designed around a core of set texts, using in-house written and designed materials. For adult courses we use predominantly our series of books called 'Time to Talk'. For younger learners we predominantly use our series of books called 'Wow!'. All book used are specially produced to meet our students' needs.

## **SCHEDULES**

Teachers are given a regular schedule of five working days per week. In many cases, Teachers work at one particular location on any given day, but at a different school each day (e.g. School A every Monday, School B every Tuesday, School C every Wednesday etc.), though it is quite common to teach at the same school twice or more a week. The schedule is designed so that Teachers will generally see the same students, at the same location, at the same time each week.

Working hours are generally between 4-6.5 hours per day in a 8.5-hour period, with a fixed start time of the day typically being either 12, 12:30 or 1pm and a fixed finish time up to as late as 9:30pm. Earlier starts (and finishes) can occur especially with Saturday and Sunday schedules when many days start at 9:30. Teachers have 225 work attendance days per contract year. This will include the standard 220 teaching days, plus 10 training, school, special and campaign days fixed on the annual work schedule, minus 5 days of discretionary paid leave that will be potentially available after completing 6 full months of employment.. Regular working hours should be under 29.5 for a 5-day week. If a teacher exceeds this, they will be eligible to apply for overtime.

## **CONTRACTS**

Visa sponsorship is provided for all Full-Time Teachers and are supported through the process. All contracts are for a period of one year. Subject to the agreement of both parties, contracts are renewable at the end of that period.

## **HOLIDAYS**

Alongside guaranteeing two days off a week, the Company provides around 6 weeks of annual leave for all Full-time employees. This will normally include non-working periods of at least 6 days in spring, 8 days in summer and 10 days at Christmas/New Year.

## **SALARY**

The basic starting salary for a CELTA or equivalent qualified Teacher is ¥252,800 per month. There are also increments for higher qualifications. Income tax is at present about 6% of salary (but of course is dependent on earnings) and is deducted at source. Salary is paid on the 15th of each month, or earlier if the 15th falls on a non-banking day. Teachers can volunteer to work on their days off to earn extra income by doing voluntary cover days. Full days (VCF) are paid at 15,000 yen and evenings (VCH) at 7,500 yen.

## **SHAKAIHOKEN**

Our full-time positions come with 'Shakaihoken'. This is the government health insurance and pension package and is deducted at source. This also includes employment insurance.

## **TRAINING AND INDUCTION**

Our preference is that all Teachers employed by SES should have a recognized teaching qualification but because we think anyone can be an amazing Teacher, teaching experience is also considered hugely valuable. Our in-house 7-day, paid, training course is designed to build on qualifications and experience, with a heavy emphasis on younger learners and the materials that are used every day in our classrooms. The course is designed and delivered with your experience in mind and will help you to hit the ground running once you start teaching your students. The course also contains information and exposure to other courses that we offer as well as its administrative systems.

Teacher training and development continues throughout the Teacher's employment. Lessons will be observed to offer assistance and guidance via the DoS and or the ADoS.

SES is also the only provider of the Trinity College London Cert TESOL in Japan since 2006. In addition to this SESJ is the only Japan based provider of the LTCL Dip TESOL. Teachers looking to gain a (further) qualification are eligible for discounted prices to these courses.

## **TRAVEL**

As transport costs are reimbursed in full, it's in the Company's interests to keep travel at a minimum. DoS, who has the ultimate responsibility for scheduling, will take Teachers' home station into account when placing them into a particular school. 45-minutes is the average travel but could be less or higher, up to a maximum of 75 minutes. Where possible we encourage teachers to use public transport. Schools are usually located close to the station.

## **CAREER DEVELOPMENT**

Shane English School offers good opportunities for those wishing to progress within the company. Senior Teacher positions, which exist in our larger schools, provide Teachers with the chance to get involved in Teacher support, and helping the school to run smoothly and successfully, whilst those with a relevant prerequisite experience can apply for Academic Management positions (ADoS, and DoS). We also sometimes have Dedicated Substitute Teacher positions (DST) which offer a higher salary. Promotional opportunities will always be advertised internally.

### **FINDING ACCOMODATION WITHIN JAPAN AFTER ACCEPTING A POSITION**

Unfortunately, Shane is unable to help with finding accommodation, moving, and cannot act as a guarantor or an emergency contact. We can provide teachers with a list of Oak House (shared housing) suggestions, however, arranging accommodation is the teachers' responsibility.

*All information is correct at the time of writing, but is subject to change. March 2023*