

## **Introduction to Shane English School for Part-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. Part-Time Teachers should expect to teach the full range of classes including young learners, groups of adults, exam classes etc., whether working full days or evenings. Demonstration lessons for prospective new students will also likely feature on any schedule or they may observe existing classes.

### **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**

Part-time Teachers may teach up to three full days per week and/or several evenings per 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. Evening teaching generally takes place between the hours of 5pm and 9:30pm.

## **CONTRACTS**

Part-Time Teachers work on a six-month period contract. Depending on the Company's operational requirements and subject to the agreement of both parties, contracts are renewable at the end of that period. In order to provide continuity to our students we usually look for Part-Time Teachers to commit to a six-month period. Contracts are now digital and are emailed out to teachers. You need to check the information, put a digital signature on the contract and then the company stamps it to finalize the process. For more information on contracts, please look at Work Regulations for Part-Time Teachers.

## **SALARY**

Salaries for Part-Time teaching are based on an hourly rate for evening work and a daily rate for full days of teaching:

- Hourly Rate: 3,000 yen per hour
- Daily Rate: 15,000 yen per day

Salary is paid on the 15th of each month, or earlier if the 15th falls on a non-banking day. If Shane is, or becomes, your main employer you can complete a tax form to avoid paying a higher rate of tax. However, if you have more than one employer you cannot complete more than one tax form so would need to decide which employer to complete your tax form with. If you complete your tax form at Shane, you would be expected to do your end of year tax adjustment through us.

## **HEALTH INSURANCE**

It is a condition of employment that Teachers have adequate sickness and accident insurance coverage. Although private insurance is also available, all Japanese citizens, permanent residents, and any non-Japanese residing in Japan with a visa lasting one year or longer are legally required to be enrolled in the National Health Insurance system. If teachers teach over 20 hours per week, they need to join 'Shakaihoken' (social 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 training 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. While we expect Part-Time Teachers to attend part of this course, we can be flexible offering a mixture of face to face and online training.

Teacher training and development continues throughout the teacher's employment. Lessons could 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 SES is the only Japan based provider of the LTCL Dip TESOL. Part-Time 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*