

## **Bilingual English Teacher (part-time)**

### **Reports To**

All members of the classroom administration department.

### **Job Overview**

Catal is seeking a bilingual English teacher to join our five classrooms across Tokyo. We are looking for someone with a positive mindset and commitment to professionalism, who can connect compassionately with their students as well as co-work effectively with their fellow teachers and administrative staff as a team player.

### **Why is this role important for Catal?**

Teachers have the biggest impact on students as role models who have achieved fluency in English and Japanese. Their close engagement with students generates valuable information for the rest of the company in designing better methods of coaching, improving the curriculum and facilitating a better learning environment. The teachers' diverse backgrounds and experiences serve as a rich source of inspiration for students to learn from and fuel their aspirations to keep on learning English to achieve their personal and academic goals. Examples of student goals include studying abroad, passing the Eiken exams and acquiring practical usage of English for their future careers.

### **Responsibilities and Duties**

- Coach and instruct the students in their lessons to all students at Catal across five classroom locations in Shibuya, Jiyugaoka, Futakotamagawa, Kichijoji, and Ikebukuro.
- Assist students in achieving their academic goals and/or personal dreams through learning practical usage of English at Catal.
- Instruct students using the "Catal Method," staying faithful to the principles of the methods.
- Use English as a primary language when teaching the students, and only use Japanese at certain parts of the lessons that focus on coaching.
- Report key discoveries and growth moments of students to classroom staff after every lesson and occasionally to parents of students when necessary.
- Report and share to classroom staff administrative information such as the necessity of new course materials for students.
- Support the students with usage of academic/digital classroom tools such as laptops, ipads, dictionaries, vocabulary cards and video materials.
- Edit students' essays and writings on "Rewrites," an online writing platform created by Catal (additional wages are paid per writing edited).

## Relevant Experiences and Abilities

- Education level: Bachelor's degree (or acceptance to a university at time of application)
- Native level in Japanese and English.
- Ability to observe, praise, and share key growth moments of students.
- Ability to stay punctual, professional and positive at all moments in the workplace to all students, parents, and staff.
- Experience working with kids (of any age) are not required but desired.

## Compensation

- Classroom lessons: 1,800yen – 2,600yen per hour plus transportation costs up to 1,000yen per day.
- Online lessons: 1,500 yen - 2,000 yen<sup>1</sup> per hour
- Pay raises are determined according to length of service and level of performance.

## Work hours and conditions

- Catal is open 7 days a week as well as most public holidays except for New Years.
- Lesson durations can vary from 1.5hr – 4hrs and are offered between 10:00am – 9:00pm (JST)
- Classroom lessons are individually taught in an open seating design. Teachers will co-teach all the students in the classroom. Teacher-to-student ratio is kept at around 1:6 or below. Online lessons are still in development, so conditions can vary.
- Teachers are required to commit to one regular lesson per week, or at least four lessons per month.
- Short-term temporary work and remote work are also available. Please inquire on your entry form if you have any questions.

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<sup>1</sup> Starting pay for online lessons is 1500 yen.