

## Expert English Teachers Selection and Recruitment Guidelines for FY 2025

### **[Purpose of selection]**

The Osaka Prefectural Board of Education will select and recruit Expert English Teachers in order to assign them to high schools working on English education in response to globalization, thereby promoting the creation of classes targeted at the four skills of English, and the development of teachers who can conduct such classes in those schools.

### **[Overview of Expert English Teachers]**

- As an English teacher at a prefectural high school\*, conduct classes that integrate the four skills, including advanced language activities.
- Share skills in creating teaching materials and teaching knowhow with other English teachers.
- Also perform all the general duties of a teacher, including assignment of tasks and management of students' club activities.
- To be appointed as a teacher with no fixed term. (Employed until retirement)
- Salary is approximately 266,000 yen per month for university graduates and 286,000 yen per month for those with a master's degree, which may be increased based on the applicant's background and other factors. (These monthly amounts are subject to change based on the recommendations of the Personnel Committee.)
- Even those without a teacher's license may apply, regardless of nationality.

\* Teachers may be assigned to prefectural junior high schools as well as to prefectural high schools.

### **[The type of person we are looking for]**

- Someone who can actively open his/her heart to children
- Someone who is proficient in English and has the specialist knowledge and skills to conduct classes that integrate the four skills of English
- Someone with communication skills (in Japanese and English) required as a teacher

### 1. Application period and selection schedule

Application period	From 10:00 a.m. on Monday, March 4, 2024 Until 6:00 p.m. on Friday, May 17, 2024
Dates of selection	[First selection] Saturday, June 8, 2024 [Secondary selection] Saturday, July 6 and Sunday, July 7, 2024 * For the secondary selection, one of the above dates will be specified. * Other dates may be set for selection if the number of applicants is larger than expected, or if it is difficult to meet the above schedule due to natural disasters and the like.

**\* Dates and times are shown in Japan Standard Time (applicants residing overseas should pay particular attention).**

## **2. Number of job openings**

Approximately 10

## **3. Description of duties**

As an English teacher at a prefectural high school, Expert English Teachers are expected to conduct classes that integrate the four skills, including advanced language activities, and to perform all the general duties of a teacher, including the assignment of tasks and management of students' club activities. They are expected to disseminate teaching materials and knowhow to other English teachers of the high school they are assigned to, through opportunities such as demonstration classes and subject meetings, and are further expected to disseminate teaching practices to other schools through opportunities such as open classes.

## **4. Qualifications for selection**

Applicants should be born on or after April 2, 1964, and meet all the requirements i) to iv) below.

i) In regard to academic qualifications, applicants must meet at least one of (a), (b), or (c) below.

(a) Graduated from (or completed a course at) a university or graduate school (excluding a junior college) and obtained a bachelor's or higher degree in a country in which the official or native language is English.

(b) Hold English teaching certifications\* such as TESOL and, graduated from (or completed a course at) a university or graduate school (excluding a junior college) and obtained a bachelor's or higher degree.

\* The English teaching certification mentioned above shall be as follows:

TEFL, TESL, TESOL, CELTA or DELTA

(Note) Applicants are required to submit a copy of documents verifying the certification at the time of application. For more information, please refer to "6. Submission of documents required for the qualification for selections" on page 6.

(c) Have CEFR C1 or equivalent in English language proficiency\*, graduated from (or completed a course at) a university or graduate school (excluding a junior college) and obtained a bachelor's or higher degree.

\* English language proficiency of CEFR C1 or equivalent refers to one of the following tests and scores. Except for the EIKEN Test in Practical English Proficiency, the scores used must be from a test taken in or before December 2024.

- The EIKEN Test in Practical English Proficiency – Grade 1
- TOEFL iBT – Score 95 or higher
- Cambridge Assessment English – Score 180 or higher
- IELTS (Academic module/Overall band score) – Score 7.0 or higher
- GTEC CBT – Score 1350 or higher
- TEAP – Score 375 or higher
- TEAP CBT - Score 800 or higher

- TOEIC L&R/TOEIC S&W – Score 1845 or higher

(Note) Applicants are required to submit a certificate of English examinations verifying the scores at the time of application. For more information, please refer to “6. Submission of documents required for the qualification for selections” on page 6.

- ii) Worked for any of the following education-related institutions for at least three years in total (at least 36 months of actual service; not including periods of administrative leave) as of March 31, 2025; provided, however, that the person has taught English for at least 10 hours per week during the said period.
  - (a) An elementary school, junior high school, compulsory education schools, secondary schools, and senior high school prescribed in Article 1 of the School Education Act (including the period of service as an Assistant Language Teacher)
  - (b) A university prescribed in Article 1 of the School Education Act (as an assistant professor, research associate, lecturer or the like)
  - (c) A company (including language schools; only if the person is certified in English teaching and has taught English to elementary school, junior high school, senior high school, university students, or adults).
  - (d) An educational institution outside Japan\*

\* In a country in which the official or native language is English, or an elementary, junior high school, senior high school, university or language school in a country in which the official or native language is not English (only if the person has taught English to elementary school students or older people).

[Examples of candidates that fall under ii)]

Example 1) Someone who has worked in a senior high school as an Assistant Language Teacher for three years.

Example 2) Someone who has worked for three years in total; one year as an Assistant Language Teacher in a senior high school, and two years as a research associate in a foreign language subject at a university.

(Note) Original certificate of tenure regarding various work experience (indicating job title, description of work, length of time worked, and number of hours per week spent teaching English) should be submitted. However, it is not necessary to submit a certificate of tenure for past appointments by the Osaka Prefectural Board of Education. For more information, please refer to “6. Submission of documents required for the qualification for selections” on page 6.

- iii) Those who do not fall under any of the items in Article 16 of the Local Public Service Act, Article 9 of the School Education Act\*, or article 5, paragraph (1) of the Education Personnel License Act.

\* “Anyone who has been sentenced to imprisonment or a more severe punishment”, provided in Article 9 of the School Education Act as a cause for teacher’s disqualification include those who are still in one of the following periods:

- Period during which imprisonment or a more severe punishment is being suspended

- Ten-year period without a fine or a more severe punishment following the end or waiving of imprisonment or a more severe punishment

(Note) Those who do not have a senior high school teacher’s license for “Foreign Language (English)” may apply; however, they are required to obtain a special license after passing the recruitment and selection process. For more details, please refer to “12. Procedures pertaining to the acquisition of a special license” on page 10 and “14. Hiring” on page 11.

- iv) Those who do not fall under declarations of “quasi-incompetence” (for reasons other than diminished physical or mental capacity) under the provisions of the Civil Code prior the 1999 amendment.

**[References]**

**Local Public Service Act**

Article 16 No person falling under any of the following items may become an employee or undergo competitive examinations or screening, except as provided for by the relevant Prefectural Ordinance:

- (i) a person who has been sentenced to imprisonment without work or heavier punishment, and of whom the execution of the sentence has not been completed or who has not yet ceased to be amenable to the execution of the sentence;
- (ii) a person who was dismissed as a result of disciplinary action by the relevant local government and for whom a period of two years has not expired since the day of that disposition;
- (iii) a person who has committed a crime provided for in Articles 60 to 63 inclusive, when the person served as a member of the Personnel Committee or the Equity Committee, and has been punished; or
- (iv) a person who, on or after the date of the enforcement of the Constitution of Japan, formed or belonged to a political party or other organization that advocated to overthrow by force the Constitution of Japan or the government established thereunder.

**School Education Act**

Article 9 No person falling under any of the following items may become a school principal or a teacher:

- (i) a person who has been sentenced to imprisonment without work or heavier punishment;
- (ii) a person whose certificates have ceased to be valid due to falling under Article 10, paragraph (1) items (ii) or (iii) of the Education Personnel Certification Act, and for whom three years have not yet passed since the relevant day of expiration;
- (iii) a person whose certificates have been withdrawn due to disposition pursuant to the provisions of Article 11, paragraphs (1) through (3) of the Education Personnel Certification Act, and for whom three years have not yet passed since the relevant day of disposition; or
- (iv) a person who, on or after the date of the enforcement of the Constitution of Japan, formed or belonged to a political party or other organization that advocated to overthrow by force the Constitution of Japan or the government established thereunder.

**Education Personnel Certification Act**

Article 5 A standard license shall be granted to those who have the basic qualifications specified in Appended Table 1, Appended Table 2 or Appended Table 2-2, and have acquired the credits specified in Appended Table 1, Appended Table 2 or

Appended Table 2-2 at universities or nursing-teacher training institutes designated by the Minister of Education, Culture, Sports, Science and Technology, or have passed the educational personnel examination conducted to grant such license; provided, however, that the standard license shall not be granted to a person falling under any of the following items:

- (i) a person under the age of 18;
- (ii) a person who has not graduated from a high school (including a person who has not completed an equivalent course other than a standard course), excluding those recognized by the Minister of Education, Culture, Sports, Science and Technology as having equivalent or superior qualifications;
- (iii) a person who has been sentenced to imprisonment without work or heavier punishment;
- (iv) a person whose certificates have ceased to be valid due to falling under Article 10, paragraph (1) items (ii) or (iii) and for whom three years have not yet passed since the relevant day of expiration;
- (v) a person whose certificates have been withdrawn due to disposition pursuant to the provisions of Article 11, paragraphs (1) through (3), and for whom three years have not yet passed since the relevant day of disposition; or
- (vi) a person who, on or after the date of the enforcement of the Constitution of Japan, formed or belonged to a political party or other organization that advocated to overthrow by force the Constitution of Japan or the government established thereunder.

**Supplementary Provisions of the Local Public Service Act (Act No. 151 of December 8, 1999)**

Article 3 With regard to the application of provisions amended by this Act to quasi-incompetent persons and the curators thereof for whom the provisions then in force shall remain applicable pursuant to the provisions of Article 3, paragraph (3) of the Supplementary Provisions of the Act on the Partial Amendment to the Civil Code (Act No. 149 of 1999), the provisions then in force shall remain applicable except for the amended provisions listed below.

**Supplementary Provisions of the School Education Act (Act No. 151 of December 8, 1999)**

Article 3 With regard to the application of provisions amended by this Act to quasi-incompetent persons and the curators thereof for whom the provisions then in force shall remain applicable pursuant to the provisions of Article 3, paragraph (3) of the Supplementary Provisions of the Act on the Partial Amendment to the Civil Code (Act No. 149 of 1999), the provisions then in force shall remain applicable except for the amended provisions listed below.

**Supplementary Provisions of the Act on the Partial Amendment to the Civil Code (Act No. 149 of 1999)**

Article 3 (1) A declaration of incompetence under the provisions of the former Act shall be deemed to be a decision for commencement of guardianship under the new Act, and the incompetent person who has been thus declared incompetent, and his/her guardian or guardian supervisor shall be deemed to be the adult ward subject to said decision for commencement of guardianship and his/her adult guardian and adult guardian's supervisor.

(2) A declaration of quasi-incompetence due to diminished capacity under the former Act shall be deemed to be a decision for commencement of curatorship under the new Act, and a quasi-incompetent person who has been thus declared quasi-incompetent and the curator thereof shall be deemed to be a person under curatorship subject to said decision for commencement of curatorship and his/her curator.

(3) With regard to the application of the provisions of the Civil Code to quasi-incompetent persons other than those prescribed in the preceding paragraph, and the curators thereof, the provisions then in force shall remain applicable, except for the amended provisions of Articles 846, 974 and 1009.

## 5. Requirements for additional points

If applicants are certified in English teaching, points will be added to their total score upon submission of copies of documents that verify their qualifications.\*

\* Points will be added in the first selection. The secondary selection will be determined by the total score of both the first and secondary selections, including any points added in the first selection.

## 6. Submission of documents required for the qualification for selections

Applicants should submit the following documents (i), (ii) and (iii)) by the deadline without fail. **Failure to do so will disqualify the applicants for application, addition of points, or possible selection.**

### i) Copies of documents that verify English teaching certifications stated in i)-(b) or CEFR C1 or equivalent in English language proficiency stated in i)-(c), of “4. Qualifications for selection” <Only for relevant applicants>

⇒ Relevant documents should be submitted during the application period electronically or by mail.

- In regard to (b), applicants should submit a copy of documents proving their certification in English teaching along with the application documents. The certificates must have been obtained by the applicant prior to the application period.
- In regard to (c), along with the application document, applicants should submit “copies of documents verifying English examination scores (screenshots of computer screens that show score certificates are accepted).\*

\* Except for the EIKEN Test in Practical English Proficiency, the scores used must be from a test taken in or before December 2024.

- If applicants cannot obtain score certificates at the time of application, please inform us in advance and submit them as soon as they have been obtained.

### ii) An original certificate of tenure regarding various work experience (indicating job title, description of work, length of time worked, and number of hours per week spent teaching English) <All candidates>

⇒ Submit them by mail by the day of the secondary selection without fail.

(Note) It is not necessary to submit a certificate of tenure for past appointments by the Osaka Prefectural Board of Education.

### iii) Copies of documents that verify certification related to the additional points due to certification in English teaching <Only for relevant applicants>

⇒ Relevant documents should be submitted during the application period electronically or by mail. (Certification must have been obtained prior to the application period.)

## 7. Selection method

[First selection]

- Document screening (Please refer to “4. Qualifications for selection” on page 2.)
- Preparation of a lesson plan (in English)

[Details of screening]

- The applicant prepares a lesson plan for a 50-minute lesson based on materials that have been provided.
- In the lesson plan, which contains goals of the unit and an instructional plan, the applicant manually fills in the “Instruction of this lesson” section, selecting any one lesson from the instructional plan.

[Main evaluation perspectives]

- The content of the lesson is specific enough and designed to achieve the goals of the specified unit.
- Students’ and the teacher’s activities are specifically described.
- Multiple teaching styles such as lecture style, pair learning, group learning, etc. are incorporated.
- The class time is appropriately allocated to introduction, development and roundup.
- The applicant has the English language proficiency and (specialist) knowledge related to teaching methods appropriate for an Expert English Teacher.

**[Secondary selection]**

- Selection by means of interviews, demonstration lessons and the like

(a) Personal interview (in Japanese)

[Main evaluation perspectives]

- The applicant has the necessary Japanese language skills (listening, speaking) required of a teacher.
- The applicant has an attitude appropriate for a member of society.
- The applicant is capable of building desirable interpersonal relationships.
- The applicant understands situations and challenges concerning school education.
- The applicant understands the roles expected of an Expert English Teacher.

(b) Demonstration lessons (in English)




Based on the lesson plan created during the first selection, the applicant conducts a demonstration lesson, with interviewers playing the role of students. After the end of the demonstration lesson, a question and answer session will be held regarding the content of the lesson.

[Main evaluation perspectives]

- The applicant can motivate and attract students.
- The applicant uses the right language so that students can understand the class.
- The applicant has the necessary subject (subject matter) expertise as a teacher.
- The applicant has the English language competency and teaching skills appropriate for an Expert English Teacher.

## 8. Application method

Only electronic applications (via Internet) are accepted. Applications will not be accepted by mail or in person.

Application period	<p>From 10:00 a.m. on Monday, March 4, 2024            Until 6:00 p.m. on Friday, May 17, 2024</p> <p>Please note that the application process may not be completed due to concentrated access towards the end of the application period, so please allow plenty of time to complete the process. Applications that are not completed within the application period will not be accepted, regardless of the reason.</p>
Application method	<p>Website for recruitment and selection of Expert English Teachers by Osaka Prefecture  <a href="https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html">(<a href="https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html">https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html</a>)</a></p>
Application steps	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>i) User registration on the online system of Osaka Prefectural Government (Registration of email address and other information)</p> </div> <p style="text-align: center;"></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>ii) Set your User ID and password to log in            The User ID and password cannot be reissued. Please be sure to confirm and save this information, as you will need it when you submit your application and obtain a ticket for screening.</p> </div> <p style="text-align: center;"></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>iii) Input of your application details            Please print out the screen of your application so that you can review it after you submit your application.</p> </div> <p style="text-align: center;"></p> <div style="border: 1px solid black; padding: 5px;"> <p>iv) Application complete            When the application for selection is completed, a message will be displayed on the screen saying “Your application is complete”, and a “Notification of Application Details Received” e-mail will be sent to the e-mail address registered in step i).</p> </div>

\* **The User ID and password are also required when receiving the admission ticket for the selection and the election results. Be sure to confirm and save them.**

\* **In order to receive additional points due to certification in English teaching, a copy of documents verifying such certification should be submitted.** Points will be added only if the applicant was certified to teach English prior to the application period. For details, please refer to “6. Submission of documents related



to the qualifications for selections” on page 6.

## 9. Issuing of the admission ticket for the selection

(1) The admission ticket (PDF file) will be sent to you to the email address registered by the applicant at the time of application.

Period for sending the admission ticket (tentative)

[First selection] Monday, May 27 to Friday, May 31, 2024

[Secondary selection] Wednesday, June 26 to Friday, June 28, 2024

[Note]

- If you do not receive the results or cannot download the admission ticket within the above periods, please contact us (see page 12 for the contact details) via the contact information before 6:00 p.m. on Thursday, June 6, 2024, for the first selection, or 6:00 p.m. on Thursday, July 4, 2024 for the secondary selection.
- If you have restricted your receipt of e-mails, please make sure that you can receive e-mail from “@sbox.pref.osaka.lg.jp”. We cannot respond to cases in which the applicant’s personal settings prevent the receipt of e-mails.
- If there are any changes to your address, name, or e-mail address after application, please notify us promptly.

(2) When you have received the admission ticket, confirm the information, print it out, attach a photograph of yourself – and a stamp for mailing the result notification – to the admission ticket, sign it in the designated place, and bring it with you on the day of each selection.

[Note]

- Details of the date, time and venue of the selection will be included in the admission ticket. The date and time may be changed depending on the status of the application, so be sure to check the information on the ticket. No request for a change of the date, time or venue for the selection will be accepted, regardless of the reason.
- If you do not have a printer, please print the admission ticket using a printing service at a convenience store or the like.
- Please attach stamps amounting to 84 yen for Japan, or the required amount for your respective country, avoiding excess or insufficiency.

## 10. Date, time and venue of the selection

Dates of selection	[First selection] Saturday, June 8, 2024 [Secondary selection] Saturday, July 6 and Sunday, July 7, 2024 * For secondary selection, one of the above dates will be specified. * Other dates may be set for selection if the number of applicants is larger than expected, or if it is difficult to meet the above schedule due to natural disasters and the like.
Venue for the	Osaka Prefectural Government Sakishima Building

selection	
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\* Details of the venue, time and things to bring to the selection will be included in the admission ticket.

\* Transportation to the selection venue is at your own expense.

## 11. Announcement of the selection results

### [First selection]

Date of the announcement	Thursday, June 27, 2024 (tentative)
Announcement method	<p>[Personal notification] We will notify the applicant of the result by mail.</p> <p>[Online] The successful applicants' numbers will be posted on the following webpage at 10:00 a.m. <a href="https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html">https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html</a></p>

### [Secondary selection (final result)]

Date of the announcement	Wednesday, July 31, 2024 (tentative)
Announcement method	<p>[Personal notification] We will notify the applicant of the result by mail.</p> <p>[Online] The successful applicants' numbers will be posted on the following webpage at 10:00 a.m. <a href="https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html">https://www.pref.osaka.lg.jp/kyoshokuin/nativeteacher/index.html</a></p>

## 12. Procedures pertaining to the acquisition of a special license

### (1) Special license

A special license can be obtained by those who do not hold a teaching license but are recognized as having specialized knowledge, experience or skills related to the subject for which they are responsible.

While a general license (“standard license”) is valid in all prefectures, a special license is valid only in the prefecture in which it was acquired. However, special license holders can provide the same scope of subject guidance as standard license holders.

### (2) Procedures pertaining to the acquisition of a special license

In order to acquire a special license, applicants must apply for a “senior high school foreign language (English)” and “junior high school foreign language (English)” teacher’s license on the basis of details of recruitment and selection in accordance with the provisions of the Educational Personnel License Act, after passing the “Expert English Teacher recruitment and selection” process. Successful applicants will be separately

notified of details of the procedures for acquiring a special license.

### **【Reference】**

#### **Educational Personnel License Act**

##### **Article 5 (extract)**

- (2) A special license shall be granted to those who have passed a Teaching Staff Examination. (Omitted)
- (3) The Teaching Staff Examination set forth in the preceding paragraph shall be conducted based on recommendations made by the person who intends to appoint or employ teaching staff to which the following items apply, when such recommendations are deemed particularly necessary for the effective implementation of school education.
- (i) Someone with specialized knowledge, experience or skills related to the subject for which they are responsible.
  - (ii) Someone who has social credibility and the necessary enthusiasm and insight to perform the duties of teaching staff.

### **13. Procedures for hiring**

After passing the Expert English Teacher recruitment and selection process (after completing the procedures for acquiring a special license if they do not hold a senior high school [English] and junior high school [English] teacher's license) successful applicants should submit the documents necessary for the hiring procedure prior to the designated deadline.

### **14. Hiring**

- In principle, the successful applicants will be decided on April 1, 2025.
- Those who have acquired Japanese nationality will be appointed as teachers, and those who do not have Japanese nationality will be appointed as full-time lecturers with no fixed term [the job title will be Teacher (exclusively engaged in teaching)]. However, for those who do not have Japanese nationality, applicants who do not have a status of residence that allows them to engage in the work at the time of employment, will not be hired. Applicants are required to follow their own procedures for obtaining status of residence and the like.
- There is no fixed term of office other than the mandatory retirement date in accordance with the Ordinance on the Mandatory Retirement Age of Employees.
- For applicants who do not meet the eligibility requirements, are found to have committed misconduct that makes them unfit for office, or have provided false information in the application and the like, the successful application result or the application may be revoked. If facts need to be confirmed, the applicants themselves and others may be contacted.
- Successful candidates will be posted to prefectural high schools, where Expert English Teachers are expected to work on English education targeted at the four skills, in prefectural senior high schools, in response to globalization.
- **Recruitment and post-recruitment procedures (oaths, appointment, training, etc.), and school administrative duties such as staff meetings and evaluation interviews at schools to which they are**

assigned are all conducted in Japanese.

## 15. Salary and working conditions

- Expert English Teachers will be granted the same salary and working conditions as standard teachers.
- All recruitment of local public officers is conditional, except in the case of temporary or part-time appointments. Teachers are hired on a conditional basis for the first year of employment and are officially hired when they have performed their duties with good grades during the first year (Article 22 of the Local Public Service Act and Article 12, Paragraph (1) of the Special Act for Education Personnel).
- The starting salary for those hired on April 1, 2024, is approximately 266,000 yen per month for university graduates and approximately 286,000 yen per month for those with a master's degree. These monthly salaries are the total of salary + teaching adjustment (4% of salary) + regional allowance (11.8% of salary + teaching adjustment) + special allowance for teachers of compulsory education. The above amounts include the teaching adjustment, regional allowance, and special allowance for teachers of compulsory education. These monthly amounts are subject to change based on the recommendations of the Personnel Committee.  
On or after the 60<sup>th</sup> birthday, the total amount will be reduced to 70%.
- Working hours are from 8:30 a.m. to 5:00 p.m. (Working hours at part-time (evening) senior high schools are from 1:15 p.m. to 9:45 p.m.) However, they may vary from school to school.

Reference: Recruitment of Expert English Teachers in 2024

	Number of applicants	The number of applicants who passed the primary selection	The number of successful applicants	Pass rate
Results	19	13	3	6.3

### **[Applications and inquiries]**

540-8571 (No need to fill in the address, as the postal code is for the Prefectural Government only)  
Prefectural School Personnel Group, Education Personnel Management Division, Education  
Personnel Office, Osaka Prefectural Board of Education  
Tel: 06-6941-0351 (switchboard), Ext.: 6893  
Mail: [kyoshokuin-g08@sbox.pref.osaka.lg.jp](mailto:kyoshokuin-g08@sbox.pref.osaka.lg.jp)  
\* We ask that inquiries are, in principle, sent via e-mail.