



# Let's Teach in Saitama City !



## The Hiring Session for the 2025-2026 School Year Opens April 7th 2023

Position:	<i>Full Time Teacher (employment until retirement, not a contract position)</i>	Location:	<i>Saitama Municipal Schools</i>
Type:	<i>Mid-career to Advanced Career</i>	Salary:	<i>Commensurate with experience and qualifications* See "Calculation of salary and benefits "</i>
Requirements:	<ul style="list-style-type: none"> <li>• <i>Proper visa to work in Japan</i></li> <li>• <i>Bachelor's degree (or the equivalent) or higher</i></li> <li>• <i>At least 1 year of experience teaching in English as a second language in Japan</i></li> <li>• <i>Japanese ability needed to work in a Japanese public school</i></li> <li>• <i>Those who meet the conditions for granting a special teaching license</i></li> </ul>		
Starting date:	<i>April 1st , 2025</i>		

### Saitama City

Saitama City is an ordinance designated city located north of Tokyo. The city's status as an ordinance designated city gives a certain amount of autonomy compared to other municipal BOEs. In many respects, the Saitama City BOE operates at the same level as a prefectural BOE. Because of this, the Saitama City education have been able to innovate.

The Saitama City Board of Education employs more than 5,000 professionals across a variety of education related institutions including 104 elementary schools, 58 junior high schools, 2 special education schools, 3 high schools and 1 secondary school. These institutions serve the city's 1.3 million residents.

Among the city's many educational achievements, it has been at the forefront of English as a foreign language education here in Japan. Starting in 2016, the city implemented Global Studies, an original ESL curriculum starting with the first grade of elementary school and extending all the way to the third grade of junior high school. Since 2019, the city has held a special section of its hiring examination for non-Japanese teachers to become full-time teachers in its junior or senior high schools, or a secondary school. Successful candidates are not hired as ALTs or conversation teachers; they are full time teachers. Most recently, the city has established a new secondary school that is an authorized school for the International Baccalaureate's Middle Years Program and a Diploma Program.

### What does it mean to be a full-time teacher?

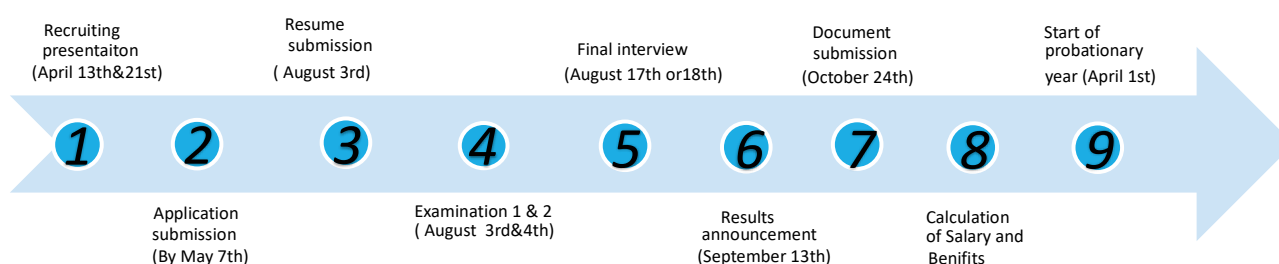
As a full-time teacher, successful applicants are hired to perform the same duties that Japanese teachers perform. Not only will teachers manage their own lessons in the course they teach, but they will also be involved in school life in ways few non-Japanese staff have experienced, such as leading club activities and being home room teachers. All of these exciting challenges can have a great impact on the lives of students as well as being truly fulfilling experiences for educators.

### What are the benefits?

Saitama City's many schools offer a wide variety of career paths related to professional and personal development. This is because Saitama City's approach to hiring non-Japanese English teachers focuses on the value of the individual. As such, the position is not a under yearly contract; it is a commitment to the individual until retirement age of 61. Of course, the city also offers an attractive benefits package.

Working Hours:	38 hours 45 minutes per week / 8:30 – 17:00 Mon to Fri (Public holidays off, working times may change depending on the needs of particular schools.)
Paid leave:	Annual Paid leave (20 days per year); Maternity leave; Sick leave; Childcare leave; Summertime leave and other forms of paid leave available.
Salary:	Salary is commensurate with age, experience and qualifications. As such, each individual's salary is different. For more information about salary read the section on "8 Calculation of salary and benefits."
Bonus:	Bonuses are given twice a year in June and December. A typical bonus rate is the same as two months' salary.
Housing allowance:	Housing allowance is given to teachers who rent their homes. (Payment up to ¥ 28,000 )
Dependent allowance:	Allowance is given to teachers who have a dependent.

### *From Application to April: the process of being hired by Saitama City*



- 1 Recruiting presentation  
Recruiting presentation are a good chance to know if Saitama City is right for you. During the presentation the topics covered in this document are explored in greater detail.
- 2 Application submission  
The application and selection process is rigorous. It is important for prospective applicants to understand that. Application documents must be submitted on time and filled out correctly. For assistance in understanding and completing the forms, please contact Educational Personnel Division.
- 3 Resume submission  
We will accept any style of resume as well as attached documents. Please bring it on the first day of the second exam on August 3th.
- 4 Examination 1 & 2  
The examinations assess a candidate's suitability for a wide range of duties that will be required to the successful candidates. The examinations are conducted in both English and Japanese. For more information about the examinations, see the past examinations on the following website:  
[https://www.city.saitama.lg.jp/006/001/001/002/p099545\\_d/fil/16-2ji-neitive.pdf](https://www.city.saitama.lg.jp/006/001/001/002/p099545_d/fil/16-2ji-neitive.pdf)
- 5 Final interview  
The final interview is conducted in Japanese.
- 6 Results  
Results are made available on the city website in September 13 and will be sent to applicants' home addresses.
- 7 Document submission  
Documents will be utilized to verify candidates work history and calculating salary rank.

## 8 Calculation of salary and benefits

Calculation of salary is determined by an individual's age, experience and qualifications using the Saitama City pay scale. Starting pay is different for each person. Below are three examples.

Example 1		Example 2		Example 3	
28 years old	Average of ¥ 360,000 per month (Plus bonuses)	35 years old	Average of ¥ 400,000 per month (Plus bonuses)	40 years old	Average of ¥ 460,000 per month (Plus bonuses)
5 years teaching		10 years teaching		10 years teaching 5 years company employee	
Bachelor's degree		Bachelor's degree		Master's degree	

\* These are only samples and represent general salary range.

There are two key points in understanding what this amount means. First, it does not include housing allowances, benefits for the number of dependents registered to you, or several other kinds of benefits. Second, for each year of service, a teacher's rank in the pay scale is increased.

## 9 Start of probationary year

The first year for all teachers is a probationary year.

### Beyond year 1: A career with Saitama City

Saitama City provides steady employment conditions for teachers because it values teachers as the creators of quality education. Teachers in Saitama have the opportunity to work in a system large enough to be autonomous, but responsible to the needs of students today. As a part of a cohort of teachers, successful candidates will embark on a journey of great professional and personal growth aimed at providing young minds with the education the future world demands they receive. In short, a career in Saitama City means crafting the future of Japan.

#### Recruiting Presentation

*Interested in learning more? The next recruiting presentation will be held on:*

*(1) April 13<sup>th</sup> Saturday at the Institute of Education 13:30 - 15:00.*

*(2) April 21<sup>th</sup> Sunday at the Institute of Education 10:00 - 11:30.*

*Saitama Municipal Institute of Education  
6-13-15 Kishicho, Urawa Ward, Saitama  
City, 330-0064*

*Please make reservation at:*

[https://apply.e-tumo.jp/city-saitama-u/reserve/offerList\\_detail?tempSeq=68863](https://apply.e-tumo.jp/city-saitama-u/reserve/offerList_detail?tempSeq=68863)

#### Contact us

*The Saitama City Board of Education  
Educational Personnel Division at:*

*2<sup>nd</sup> Annex Building of City Hall  
6-4-4 Tokiwa, Urawa Ward, Saitama  
City, 330-9588*

*Tel : 048-829-1653*

*E-mail : kyoiku-kyoshokuin-jinji@city.saitama.lg.jp*

#### Saitama City School Teacher Recruitment Selection Examination Homepage

*You can download the recruitment  
screening examination details from  
here:*

<https://www.city.saitama.lg.jp/003/002/008/101/005/p113191.html>