

We're
hiring!

Join our ALT Team!

Join our team as an Assistant Language Teacher (ALT) in Tsukuba City!

Currently, 40 ALTs from 16 countries work in the city's public elementary, junior high, and compulsory education schools.

**Employment
Period**

April 1, 2026 - March 31, 2027

**Number of
Positions**

Approx. 40

**Work
Location**

Municipal Elementary schools, junior high schools and compulsory education schools in Tsukuba City

Job duties

- (1) Overall assistance in foreign language (English) activities and classes
- (2) Creating teaching materials for English classes
- (3) Assistance for foreign language (English) presentation forums and similar activities
- (4) Assistance for foreign language (English) teacher training program
- (5) Assistance for educational programs on international understanding
- (6) Cooperation for extracurricular activities such as club activities
- (7) Assistance for children with a foreign background
- (8) Any other tasks related to enhancing English education and promoting international understanding

**Working
Hours**

Monday-Friday (excluding weekends, holidays, and December 29-January 3)
7h 45m/day from 8:00am-5:15pm (includes 45m break) when working at school
 8:30am-5:15pm (includes 60m break) when working outside of school
 *Overtime may be required as needed by the school principal.

Qualifications

- (1) Native English speaker or equivalent proficiency
- (2) University degree or higher
- (3) Japanese language proficiency at the level of the Japanese Language Proficiency Test N4 (Level 3) or higher
- (4) Possess a valid driver's license issued by the Japanese national (prefectural public safety commission) before the date of employment and be able to drive a private car within the city
- (5) Registered as a resident in Japan and possess a valid work visa until the date of employment
- (6) Regarding experience in English instruction, meet one of the following criteria:
 1. Possess English teaching qualifications such as TESOL/TEFL/Celta.
 2. Have at least two years of experience in language instruction in English for children aged 6 to 15.
 3. Have completed an educational degree related to English teaching methods.

Salary

278,400~321,320 JPY/month

*Including the regional allowance. In addition to the above, commuting allowance, year-end bonus, diligence allowance, and overtime allowance will be provided.

Benefits

Health insurance, welfare pension insurance, employment insurance and public service accident coverage

**Required
Documents**

- (1) Copy of "Residence Card" or other proof of residency (both sides)
- (2) Copy of valid Japanese Driver's License (both sides)
- (3) Copy of graduation certificate from university/college

**Employment
Examination**

	Date	Method	Contents	Result	Notes
Primary Exam	December 11, 12, or 18, 2025	Online	Written Exam (English and Japanese)	Late December, 2025	Prepare PC with camera device.
Secondary Exam	January 8 or 9, 2026	In-person (Venue: Tsukuba City Hall Main Building)	Interview (English and Japanese)	Early February, 2026	Only successful candidates can proceed.

Submission via electronic application by **Friday, November 14, 2025, at 4:30 p.m.**
 Please check our website for more details.

Inquiry ; ☎ 305-8555

Educational General Affairs Division, Education Bureau,
 Tsukuba City Hall, 1-1-1 Kenkyu-Gakuen, Tsukuba

Email : altco@tkb.ed.jp

City website : <https://www.city.tsukuba.lg.jp/>

