

THE 2019 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME
APPLICATION GUIDELINES

The following application guidelines apply to Assistant Language Teachers (ALTs).

The Japan Exchange and Teaching Programme (hereinafter, Programme) seeks to enhance internationalisation in Japan by promoting mutual understanding between the people of Japan and those of other nations. The Programme aims to enhance foreign language education and promote international exchange at the local level through the fostering of ties between Japanese youth and foreign youth alike.

The objectives of the Programme are being achieved by offering JET Programme participants (hereinafter, Participant(s)) the opportunity to serve in local authorities as well as public and private elementary, junior high, and senior high schools in Japan.

The Programme is implemented by local authorities and other organisations (hereinafter, Contracting Organisation(s)) who appoint Participants in cooperation with the Ministry of Internal Affairs and Communications (MIC), the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and the Council of Local Authorities for International Relations (hereinafter, CLAIR).

The Programme started in 1987 with cooperation from governments of participating countries. In 2018, there were 5,528 participants on the Programme from 54 countries.

As the Programme has achieved an excellent reputation over the last 32 years, it is of great importance that this reputation be maintained. Participants are invited to Japan as honoured representatives of their countries. As such, they are expected to be responsible in all their activities, especially those concerning the promotion of mutual understanding between nations. It is therefore desirable that Participants be adaptable, mentally and physically capable of performing the job duties and have a deep interest in Japan.

Generally, Participants are appointed by prefectures, municipalities, and private schools, etc. as a member of staff for a 1-year period of participation on the Programme (hereinafter, period of participation). The cost of transportation from the Participant's origin to Japan, as well as remuneration, will be funded by the tax payers of Japan via the Contracting Organisation where the Participant is appointed. Because Participants serve as civil servants and private school staff members of their Contracting Organisations, they are required to observe rules and behave responsibly.

Withdrawal from the Programme after receipt of assignment or early termination of participation should be avoided as it causes numerous problems for Contracting Organisations, in addition to severely impacting the administration of the Programme itself.

1. TYPE OF POSITION AND DUTIES

1) Type of Position

Assistant Language Teachers (ALT):

Participants engaged in language instruction. ALTs are placed mainly in local boards of education, elementary, junior high, and senior high schools.

2) Duties

ALT:

Participants who are mainly assigned to boards of education, elementary, junior high, or senior high schools are to carry out their duties as ALTs under the guidance of language teachers' consultants or Japanese teachers of the foreign language as specified by the supervisor and/or principal of the board of education and/or school. The following is a general outline of duties, though they may vary from one Contracting Organisation to another.

- (1) Assistance in foreign language classes, etc. taught in elementary, junior high and senior high schools.
- (2) Assistance in foreign language activities, etc. in elementary schools.
- (3) Assistance in preparation of materials for teaching a foreign language.
- (4) Assistance in language training for teachers of a foreign language, etc.
- (5) Cooperation in extracurricular activities and club activities (see Note 1).
- (6) Provision of information on language and other related subjects for people such as teachers' consultants and foreign language teachers (e.g. word usage, pronunciation, etc.)
- (7) Cooperation in foreign language speech contests.
- (8) Cooperation in local international exchange activities.
- (9) Other duties as deemed necessary by the supervisor or the school principal.

2. TERMS AND CONDITIONS

The terms and conditions of service will be determined by the Contracting Organisation which appoints the Participant. The following is a general outline of the terms and conditions, though they may vary from one Contracting Organisation to another.

1) Period of Participation

In principle, the period of participation is for 1 year commencing on the day after the designated arrival date, and Participants are appointed to a Contracting Organisation for this duration. In some cases, multiple appointment procedures may be required within this 1-year period of participation, such as in the case where a Participant's Contracting Organisation is a local authority. Non-designated arrival Participants who arrive at a later date will have a shortened period of participation.

If a Participant violates the rules determined by his/her Contracting Organisation, his/her appointment may be terminated prior to the end of the 1-year period of participation.

If the Participant's work performance is of the required standard as deemed by his/her Contracting Organisation, it may be possible for the Participant to renew the period of participation for an additional year. Under these circumstances, it is generally possible to renew participation up to a total of 3 years. However, if the Participant's work performance, level of experience and ability are deemed to be of an exceptionally high standard by his/her Contracting Organisation, it is possible to renew participation up to a total of 5 years.

Withdrawal from the Programme during the period of participation on the part of the Participant adversely affects school and local government administration as well as impeding the overall implementation of the Programme itself. All Participants are therefore required to complete their period of participation in full.

2) Working Hours

Participants are expected to be at work approximately 35 hours a week, excluding lunch breaks. The breakdown of a Participant's working hours may differ among Contracting Organisations, however Participants are generally required to work Monday through Friday between the hours of 8:30a.m. and 5:15p.m. Generally, Saturdays, Sundays, and Japanese national holidays are days off. However, there are cases in which work duties may require changes in the normal schedule or require a Participant to work on Saturdays, Sundays or Japanese national holidays. The number of paid holidays per year differs among Contracting Organisations, but in principle Participants are allowed at least 10 days.

3) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year, ¥3,600,000 in the second year, ¥3,900,000 in the third year, and, in the case where a Participant who is deemed to have excellent work ability by the Contracting Organisation exceeds 3 years, the remuneration will be approximately ¥3,960,000 in both the fourth and the fifth year. This remuneration is a sufficient amount to cover average living expenses in Japan.

This remuneration amount is for Participants who complete the 1-year period of participation in full. If participation is less than 1 year, the remuneration will be less than the above-stated amounts.

Participants are required to bear the cost of taxes in cases in which income and resident taxes are imposed (see Note 3). First year Participants whose period of participation is less than 1 year will be deemed as "non-residents" and will be subject to approximately 20% income tax under Japan's Income Tax Act.

Remuneration will be made in monthly payments. Participants may, upon completion of the Programme, be required to pay any amount of resident taxes, etc. which would be subject to that year in one lump sum prior to leaving Japan.

Furthermore, in Japan, joining the national social (health) insurance, contributing to the pension fund programme, and paying employment insurance are mandatory. A part of these costs are borne by the Participant and deducted from the monthly post-tax remuneration each month on payday.

4) Limitation on Profit-Making Activities

Participants, after reaching a full understanding of the motives and goals of the Programme, are expected to prioritise their duties as a Participant and should refrain from engaging in other profit-making activities.

5) Driving

Participants with a driving licence may be required to operate a motor vehicle as part of work duties for their Contracting Organisations. Costs associated with a motor vehicle may be required to be borne by the Participant.

3. ELIGIBILITY CRITERIA

1) As part of the general criteria, applicants must:

- (1) Be interested in Japan and be willing to deepen their knowledge and appreciation of Japan after their arrival; be motivated to participate in and initiate international exchange activities in the local community; make effort to study or continue studying the Japanese language prior to and after arriving in Japan.
- (2) Be both mentally and physically healthy.
- (3) Be willing and able to adapt to living and working in Japan, and be determined to responsibly complete their period of participation.
- (4) Applicants for the ALT position must hold a Bachelor's degree or higher, or obtain such qualifications by the designated arrival date (applicants for the ALT position may alternatively hold a certification of completion of a 3-year course to teach at primary/elementary or secondary schools or obtain such qualification(s) by the designated arrival date).
- (5) Be a national (not just a permanent resident) of the country where the recruitment and selection procedures take place by the time they submit their application form. Furthermore, those who possess Japanese nationality must have submitted their applications to renounce their Japanese nationality before submitting their Reply Form. Applicants who possess multiple nationalities with countries other than Japan may only apply as a national of one of those countries.
- (6) Be adept in contemporary standard pronunciation, rhythm and intonation in the designated language (see Note 4) and possess excellent language ability that can be applied accurately and appropriately; have the ability to form sentences in a comprehensive and logical manner.
- (7) Not have participated on the Programme since the 2016 JET Programme year (inclusive of April 2016 arrivals) or have participated on the Programme for more than 5 years in total.
- (8) Not have declined a position on the Programme after receiving notification of assignment in the previous JET Programme year (excluding cases where it is accepted that the Participant had a valid, inevitable reason for withdrawing).
- (9) Not have lived in Japan for 6 or more years in total since 2009.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Programme.

- (11) Concerning entry into Japan for participation on the Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.
- (12) Be willing to obey all Japanese laws.
- (13) Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

2) In addition to the above general criteria, applicants from non-English speaking countries must:

- (14) Have a functional command of the English or Japanese language.

3) In addition to the above general criteria, ALT applicants must:

- (15) Be interested in the Japanese education system, particularly foreign language education in Japan.
- (16) Be interested in working with children.
- (17) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages.

* The following are not part of the Eligibility Criteria, however, additional consideration will be given to applicants who:

- (i) Have language teaching experience or qualifications.
- (ii) Have general teaching experience or qualifications.
- (iii) Have a high level of Japanese language ability.

4. ASSIGNMENT OF CONTRACTING ORGANISATION

Participants are required to work at the Contracting Organisation assigned by CLAIR. Contracting Organisations are located all throughout Japan, and amongst them are regions that are not sufficiently equipped with health care facilities and/or public transportation, etc. Participants with special circumstances such as those listed below will be given special consideration, however there is no guarantee of an assignment near a participant's desired location. Only requests for special consideration as listed below that have been indicated on the application form will be taken into consideration. Any requests of changes after submission of the application, even in special circumstances, are not possible.

Special requests may be considered for instances in which:

- 1) A spouse applies to the Programme at the same time.
- 2) A spouse or other immediate family member(s) already reside in Japan, and a move would be impossible or cause great hardship.

5. USE OF PERSONAL INFORMATION

The use of personal information submitted by applicants during the application period is limited to necessary use by the Embassy or Consulate of Japan, Ministry of Internal Affairs and Communications (MIC), Ministry of Foreign Affairs (MOFA), Ministry of Education, Culture, Sports, Science and Technology (MEXT), CLAIR, Contracting Organisations including host

prefectures/designated cities (see Note 6) and private contracting companies in charge of services related to the management of the Programme. Personal information will be used for such matters as assignments, orientations, etc. Information may also be shared with the aforementioned organisations after the arrival of Participants in Japan for administrative matters (*) in cases of emergency or early termination of participation on the Programme.

* Specific details about administrative matters are listed below:

- 1) Replacement of Participant in the case of early termination of participation
- 2) Settlement of insurance matters and financial discrepancies
- 3) JET Accident Insurance contract and management-related matters
- 4) Amendment of the list of Participants
- 5) Response to an emergency situation
- 6) Other procedures necessary for the smooth management of the Programme