



Summary of Working Conditions

Company Overview

Owned and operated by iTTTi Japan, Peppy Kids Club (established in 1989), is a network of over 1,200 children's English conversation classrooms in Japan. With a total enrollment of more than 96,000 children nationwide, we employ over 350 English teachers from overseas and 1,200 English teachers from Japan. Our company headquarters is located in Nagoya.

Visa Eligibility

All employees must be legally eligible to work in Japan. Most of our foreign teachers have one of the visas listed below, but we also employ teachers with other types of visas. (For more information on visas and eligibility, please contact the nearest Japanese immigration office, embassy or consulate.)

VISA STATUS	VISA ELIGIBILITY
Specialist in Humanities / International Services (Working Visa)	Applicants who hold a degree from a university that is recognized by the Japanese government (This is a company sponsored visa.)
Spouse or Child of a Japanese National (Spouse / Heritage Visa)	Applicants who are married to Japanese nationals, or who are of Japanese ancestry (within 3 generations)

Peppy Kids Club Teacher – Core Values

1. We are responsible for the safety of each and every student – safety is our highest priority.
2. We arrive on time and are well prepared for lessons and other work assignments.
3. We greet & send-off the students and parents with an unmistakable level of enthusiasm.
4. We offer warm encouragement to every student while abstaining from potentially discouraging reactions.
5. We conduct our lessons in a fun and interactive way.
6. We perform the essential elements of each lesson, focusing on English and internationalism.
7. We constantly strive to improve as teachers.
8. We work effectively with co-workers, despite possible language barriers.
9. We are diligent with our administrative duties.
10. We never act in a way that jeopardizes the reputation of the company.

The Work Schedule

- While the work schedule is based on a 5-day workweek, teachers may be scheduled for a 6-day workweek followed by a 4-day workweek, for example.
- The majority of our teachers receive Sundays and Mondays off. Teachers may be scheduled any day of the week. Some National Holidays throughout the year are scheduled as workdays.
- Each lesson is 1-hour long and teachers may be scheduled to teach up to 8 lessons per day. The average is 4 lessons per day.
- Lessons are usually scheduled for the afternoons and evenings. Currently, the latest lesson finishes at 9:45pm.
- Teachers attend 2 regular staff meetings each month. These meetings usually last 2-hours.
- In the summer time, we hold a special intensive program in which teachers may be scheduled for as many as 8 consecutive days.
- A small number of teachers are assigned to classrooms in which a few nights stay at a hotel are required each month.

Our Lessons

- Most of the students are between the ages of 2.5 and 15 years old.
- Teachers are assigned to 3-4 different classroom locations, spending a week at each classroom.
- Each month, the students receive 1 foreign teacher lesson and 3 Japanese teacher lessons. Each student attends the same 1-hour class once a week.
- Class sizes vary, with up to 15 students in one class. The average class size is 7 students.
- Teachers work independently in the classroom, with no other staff member on-site. (The Japanese teacher assists with some younger classes and with new classes.)
- The lessons are conducted entirely in English – we do not use Japanese in the classroom.
- We are proud of our curriculum and our classrooms are well stocked with a variety of teaching materials produced by the company. This combination makes our lessons fun to teach.
- Our lessons are fun-filled and interactive. We sing, dance and play games with the students. Working with children, while stimulating and rewarding, is also physically and mentally demanding at times.
- Teachers are expected to use public transit to commute to the classrooms.

Employment Term and Placements

- Contract terms are between 12–13 months. Teachers who perform well are given the option to renew.
- Placement locations are not guaranteed. We do accept location requests, but it is often very difficult to place teachers in the location of their choice (currently, we do not have classrooms in Tokyo city or in Okinawa).
- Depending on the schedule, some teachers may have to wait a few weeks after training before moving to their placement locations.

New Teacher Training

- All new employees are expected to report to our Head Office in Nagoya during the week prior to the start of training, and are checked into training accommodations.
- The cost for training accommodations is ¥2,000 per night. These accommodations may be shared.
- New teacher training is 2-weeks long. Trainees start earning wages from the first day of training.
- All trainees spend the first 2 days of training in Nagoya for company orientation. After orientation, teachers may be assigned to complete the remainder of the 2-week training session in Nagoya, or in a different part of Japan.
- Training is very intensive. Trainees participate in workshops and seminars to learn about the curriculum, teaching skills, and perform demonstration lessons. Trainees are also scheduled to observe lessons and team-teach in actual lessons for practical training.
- Once the 2-week training session is completed, teachers move to their assigned areas. Teachers who cannot move to their areas right after training will be assigned to teach and work in Nagoya or other areas until their placement becomes available.

Accommodations and Company Housing

- Company apartments are single occupancy apartments. The company secures the lease (key money), and the teachers are responsible for the rent, utilities and other apartment fees. The average cost of rent for a single occupancy apartment is approximately ¥55,000 per month. Rent is deducted from the monthly paycheck.
- We are unable to offer shared accommodations for couples.
- All company apartments are semi-furnished with basic items and appliances (stove, washing machine, refrigerator, air-conditioner, TV, vacuum cleaner, some kitchenware & tableware, etc). A ¥1,458 monthly fee provides for the maintenance of these furnishings and apartment insurance.

Compensation

Salary	¥250,000 per month	<ul style="list-style-type: none">The salary is ¥250,000 per month (teachers on visas with work hour restrictions earn ¥215,000 per month).Approximately 5%-8% income tax is deducted from the monthly salary. Non-residents (people who reside in Japan for less than a year and/or are contracted for less than a year) are taxed at around 20%.
Bonus	Up to ¥130,000 per year	This bonus is based on work performance and it is calculated at the end of each contract year.
Paid Vacations	12 days per year	Of these 12 paid vacation days, <u>7 days are set</u> in the year between April and March, and <u>5 are flexible days</u> that can be applied for. Flexible paid vacation days increase with years of service.
Medical Insurance	50% of yearly premium	The company reimburses you for half the cost of your medical insurance premiums. The maximum reimbursement amount is ¥40,000 per year.
Commuting Expenses	All work related commuting costs	On the 25 th of each month, you are reimbursed for all work related commuting costs for the previous month.

- The monthly salary, and commuting reimbursement, is paid out on the 25th day of the following month (for example, if you start your employment in January, your first paycheck is issued on February 25th). Therefore, you must start with at least ¥200,000 to cover expenses until you receive your first paycheck.
- The monthly work related commuting costs can sometimes exceed ¥25,000.
- Employment insurance premiums (around ¥2,500 per month) are deducted from your monthly salary.

Medical Insurance

- The Japanese government expects anyone who is planning to reside in Japan for more than one year to enroll onto the Japanese National Health plan.
- Teachers are responsible for obtaining comprehensive medical insurance coverage for the duration of their employment period.
- Teachers may be asked to show Immigration authorities proof that they have enrolled onto the Japanese National Health Plan during the visa renewal or change process.
- Those who decide to enroll onto the Japanese National Health plan, after being in Japan for a period of time, will be charged retroactive premiums based on the day when they first entered the country.

Other Important Points

- People who reside in Japan are expected to enroll onto the Japanese Pension Plan. Japan has partner agreements with many countries. If your country has a partnership agreement with Japan you may receive credit for pension contributions made in Japan.
- Non-Japanese nationals who pay into the pension plan for 6-months or longer may be eligible for a lump-sum payment (a partial refund) after returning to their home country.
- Each summer, income earners are billed for municipal tax (up to ¥160,000 a year) incurred in the previous year.
- As part of the employment application and screening process, applicants may be asked to submit a criminal background check on request by the company and a note from a physician confirming good health (applicants will be responsible for any applicable processing fees).

Employment applications and inquiries should be directed to your nearest representative.

Representative	Address	Contact Details
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