



## Summary of Working Conditions

### Company Overview

Owned and operated by iTTTi Japan (established in 1989), Peppy Kids Club is a network of over 1,300 children's English conversation classrooms across Japan. We employ more than 1,200 Japanese English teachers and more than 400 English teachers from around the world to instruct our students. Peppy Kids Club is currently the second largest provider of private English instruction in Japan and has more than 100,000 students.

### Employment Eligibility

All company employees must be legally eligible to work in Japan. Successful applicants who require Japanese working status may apply for a company sponsored Working Visa (Engineer/Specialist in Humanities/International Services). The minimum requirement for this visa is a degree from a recognized university. Applicants who are eligible for other types of visas will be considered.

### Mission and Core Values

Our mission is to provide safe, affectionate, fun and educational (S.A.F.E.) lessons for every student in every class, and the following values help us fulfill this mission:

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.

### Work Schedule

- While the work schedule is based on a 5-day workweek, workdays may shift from time to time (for example, a teacher may be assigned to a 6-day workweek followed by a 4-day workweek).
- Sundays are usually days off and many teachers receive Mondays off as well. Teachers are expected to be flexible with their work schedules since work is scheduled on Sundays and national holidays on occasion.
- Teachers are assigned to 3 or 4 different classrooms, spending a week at each classroom location.
- Teachers are expected to use public transit to commute to the classrooms.
- Each lesson is 1 hour long and our teachers currently teach an average of 3 to 4 lessons per day (max. 8 lessons).
- Our lessons are normally conducted during afternoons and evenings. Currently, the latest lesson finishes at 9:45 p.m.
- Teachers usually attend 1 or 2 staff meetings each month.
- In the summertime, we hold a special intensive program in which teachers may be scheduled for as many as 8 consecutive days.
- While it is rare, some teachers are assigned to classrooms in which it may be necessary to stay at a hotel for a few nights each month.

## Our Lessons

- Teachers are expected to work independently in the classroom.
- Most of our students are between 2 and 17 years old.
- Each student attends one lesson per week. Every month, 1 lesson is taught by the foreign teacher and 3 lessons are taught by the Japanese teacher.
- Classes can have up to 15 students in them. The average class size is 6-10 students.
- The lessons are conducted entirely in English – we do not use Japanese in the classroom.
- We are proud of our lesson curriculum and our classrooms are well stocked with a variety of teaching materials that are produced by the company.
- Our lessons are filled with activities, such as singing, dancing, and games. Working with children, while stimulating and rewarding, is also physically and mentally demanding.
- In addition to our standard lessons, the company initiates new lesson programs from time to time. Students can range from very young children to teenagers and above. Some teachers are asked to help with these projects.
- Teachers may be asked to participate in public events designed for student enrollment.

## Employment Term and Placements

- Contract terms are between 12 and 13 months. Teachers who perform well are given the option to renew.
- Placement locations are not guaranteed. We take location requests into consideration but it is often very difficult to place teachers in the location that they request. We do not have classrooms in Tokyo city or in Okinawa.
- Some teachers may have to wait a few weeks after training before moving to their placement locations.

## New Teacher Training

- During the week prior to the start of training, all trainees are expected to report to our Head Office in Nagoya and check in to the training accommodations.
- The cost of staying in the training accommodations is ¥2,200 per night.
- The training accommodations are usually shared with 1 or 2 other trainees.
- 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 remain in Nagoya to complete their training or may be sent to a different region of Japan to complete their training there.
- Training is intensive. On some days, teachers participate in teaching workshops in the morning before going to the classroom to teach actual lessons (under supervision) in the afternoon.
- Once the training is completed, teachers move to their assigned placement locations. Teachers who cannot move to their locations right away will be assigned a temporary location until their placement becomes available.

## Accommodations and Company Housing

- All company apartments are single-occupancy apartments. The company secures the lease. There are no initial start-up costs to the teacher. The teacher is responsible for the monthly rent, utilities and other related apartment fees. The average cost of rent for a company apartment is approximately ¥55,000 per month. Rent is deducted from the monthly paycheck.
- Company apartments are semi-furnished with basic items and appliances (stove, washing machine, refrigerator, air conditioner, TV, vacuum cleaner, some kitchenware & tableware, etc.). Teachers incur a ¥1,458 monthly fee for the maintenance of these furnishings and for apartment insurance.

## Compensation

<b>Salary</b>	¥240,000 per month (starting salary)	<ul style="list-style-type: none"> <li>Approximately 5% income tax is deducted from the monthly salary.</li> <li>Teachers who reside in Japan for less than 1 year (non-residents) are taxed at approximately 20%.</li> <li>Teachers who hold visas with work restrictions may be offered a different salary package.</li> </ul>
<b>Yearly Bonus</b>	Up to ¥80,000	<ul style="list-style-type: none"> <li>The bonus is based on work performance and is issued at the end of the contract year.</li> <li>2<sup>nd</sup>-year teachers are eligible for up to ¥130,000.</li> </ul>
<b>Paid Vacation</b>	10 days (minimum)	<ul style="list-style-type: none"> <li>Of these 10 paid vacation days, 5 days are set in the school year. The remaining 5 days are flexible and can be taken at the teacher's discretion.</li> <li>The number of paid vacation days increases along with years of service.</li> </ul>
<b>Medical Insurance</b>	50% subsidy	<ul style="list-style-type: none"> <li>This applies only to principle policy holders of Japanese National Insurance (<i>Kokumin kenko hoken</i>).</li> <li>The maximum subsidy is ¥40,000 per year.</li> </ul>
<b>Commuting Expenses</b>	Fully reimbursed	<ul style="list-style-type: none"> <li>Teachers are reimbursed for the cost of public transportation from their home directly to the workplace and back.</li> </ul>

- The monthly salary and commuting reimbursement is paid out on the 25<sup>th</sup> day of the following month. For example, teachers who start in January receive their first salary payment (and commuting reimbursement) on February 25<sup>th</sup>. With this in mind, teachers should start with at least ¥250,000 to cover expenses until they begin earning a regular income.
- Work related commuting costs can exceed ¥30,000 per month depending on the work schedule. This cost is reimbursed on a monthly basis.
- Employment insurance premiums (around ¥2,500 per month) are deducted from the monthly salary.

## Medical Insurance

- Teachers are responsible for obtaining comprehensive medical insurance coverage for the duration of their employment period.
- The Japanese government expects all foreign residents to enroll onto the Japanese National Health Insurance plan.
- Teachers who decide to enroll onto the Japanese National Health plan after living in Japan for a period of time will be charged retroactive premiums. This amount will be calculated from the time that they first entered the country.

## Other Important Points

- The Japanese Government expects all residents to register onto the Japanese Pension Plan. Japan has pension agreements with many countries, and residents of these countries may be able to transfer pension credit to their home country.
- Non-Japanese nationals who pay into the pension plan for 6 months or longer are eligible for a lump-sum payment (a partial refund) after returning to their home country.
- Each summer, income earners are billed for municipal tax incurred in the previous year (this tax can be as high as ¥160,000 or more).
- As part of the employment screening process, applicants will be asked by the company to provide a criminal background check and a note from a physician confirming their good health. Applicants will be responsible for any processing fees.
- Successful applicants must take an x-ray exam to screen for tuberculosis. Applicants will be responsible for any related fees.

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

<b>Representative</b>	<b>Address</b>	<b>Contact Details</b>
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