



イッティージャパン株式会社

Summary of Working Conditions

Overview

- Peppy Kids Club, a network of over 1,100 children's English conversation classrooms in Japan, is owned and operated by iTTTi Japan Co. With a total enrollment of more than 95,000 children nationwide, the majority of our students are between the ages of 2.5 years to 15 years. As for our teaching staff, we currently employ over 350 foreign nationals (native English speakers), and more than 1,200 Japanese nationals all across Japan.
- Peppy Kids Club was established in 1993. Our company headquarters is located in Nagoya, Japan. Our company is affiliated with the KTC Group and Chuoh Publishing.

Visa Eligibility

- Most of our foreign employees hold the one of the following visas in Japan, but we do employ teachers who hold other types of visas (please contact the nearest Japanese immigration office, embassy or consulate for more information).

<i>Visa Status</i>	<i>Eligibility</i>
Specialist in Humanities/ International Services (Working Visa)	Applicants must hold a degree from a university that is recognized by the Japanese government. This is a sponsored visa..
Spouse or Child of a Japanese National (Spouse/Heritage Visa)	Applicants who are married to Japanese nationals, or who are of Japanese descent (within 3 generations), are eligible for this status.

The Work Schedule

- While the work schedule is based on a 5-day workweek, you may be scheduled to work 6-days in a particular week followed by a 4-day workweek for example.
- Most of our teachers receive Sundays and Mondays off, but you could be scheduled any day of the week. If you work on a National Holiday, you will receive a day off in lieu in the same month.
- Our teachers teach anywhere between 1-8 lesson hours per day (currently, the average is 4 lesson hours per day). Working hours are normally between 3-9:30pm
- There are 2 regular staff meetings each month. These meetings usually last 2-hours.
- In the summer time, we hold a special one-week intensive program for our Peppy Kids Club students. During this time, teachers may be scheduled to work as many as 8 consecutive days.
- A small number of our teachers are assigned to classrooms where a few nights stay in a hotel are required each month.

Employment Term and Placements

- Contract terms are usually between 11 – 13 months. Teachers who perform well are given the option to renew.
- Placement locations are not guaranteed. We do take into consideration location requests, but since there is a limited number of positions, 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).
- Some teachers may have to wait approximately 1-2 months after training before moving to their placement locations.

Training

- Training is 2-weeks long, and teachers start earning a salary from the first day of training.
- Day 1 & Day 2 of training are held in Nagoya. At the end of Day 2, trainees may stay in Nagoya for the remainder of training, or be scheduled to train in a different location.
- Training is very intensive. Teachers participate in workshops and seminars in the morning, and team-teach in actual classes in the afternoon to practice what they have been taught.
- There is a one-time ¥1,000 training fee to offset the costs of training materials.

Accommodations and Company Housing

- Teachers are expected to arrive in Nagoya a few days prior to the start of training. Once they arrive, they are shown into training accommodations (at a cost of up to ¥2,000 per night). Most of the training accommodations are shared.
- After training, teachers stay in training accommodations until they can move to their assigned area. Teachers who are not scheduled to move immediately after training will be assigned to lessons in Nagoya and other work such as team-teaching and office work.
- The company apartments in the assigned areas are single occupancy apartments (we do have a limited number of double apartments reserved for couples). 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 – the rent is deducted from the monthly paycheck.
- All company apartments are semi-furnished with basic items and appliances (stove, washing machine, refrigerator, air-conditioner, TV, vacuum cleaner, some kitchenware and tableware, etc). There is a ¥1,500 monthly fee for the provision and maintenance of these furnishings as well as insurance relating to the apartment.

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). • Payday is on the 25th day of the following 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.
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 (about \$2,500 CAN) 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

- Teachers are responsible for obtaining comprehensive medical insurance that covers them for the duration of their employment period. 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, but many teachers elect to purchase travelers' insurance because of the cost.

Our Lessons

- The majority of our teaching is done with children between the ages of 2.5 to 15 years old. Some teachers may be assigned to infant classes (taught with the parents and an assistant teacher).
- Our teachers are scheduled on a 4-classroom rotation, spending 1-week at each classroom. A Japanese English-speaking teacher teaches at each classroom for the remaining 3-weeks each month.
- Most of the time we teach independently, with no other teacher or adult present in the classroom. For the youngest students, and for new classes, a Japanese English-speaking teacher is usually present.
- While class sizes can range anywhere from 1 to 15 students, the average size is 6-10 students per class. Each student attends the same 1-hour class once a week.
- We do not speak Japanese in class – our lessons are conducted entirely in English.
- We are very proud of our curriculum and teaching supplies. Our classrooms are well stocked with a variety of teaching materials that we produce. These materials help make our lessons well planned and fun to teach.
- Our lessons are fun-filled. They involve singing, dancing and playing games. Working with children, while stimulating and rewarding in one sense, can also be physically and mentally demanding.
- On some occasions, teachers may be asked to assist in trial lessons at the homes of potential customers.
- Teachers are expected to use public transit to travel between their apartment and the classrooms.

PKC Standards of Professionalism

Peppy Kids Club Teachers...

- Ensure the safety of the students from the time they arrive at the classroom to the time they are returned to their parents' care.
- Carry out the lessons with an unmistakable enthusiasm and high energy.
- Demonstrate in their lessons an unwavering devotion towards educational achievement by working towards tangible results.
- Always perform the essential elements of lessons.
- Earnestly work to adapt curriculum to varied abilities of students.
- Offer warm encouragement to students while abstaining from reactions that have the potential to be discouraging.
- Take initiative to look for practical solutions to problems.
- Put forth earnest effort to coordinate teaching efforts with the Japanese teachers by effective communication and cooperation.
- Dress in a way that reinforces their professionalism (casual wear is acceptable in the classroom, but our teachers are expected to wear business attire during seminars and when they work in the office).
- Adhere to the company guidelines regarding appearance (accessories such as wristwatches, rings, necklaces, and piercing should be removed during class, and any tattoos should be covered).
- Teachers employed by Peppy Kids Club are contractually obligated to work for Peppy Kids Club on an exclusive basis.

Other Important Points

- People who reside in Japan are expected to enroll onto the Japanese National Health Plan and the National Pension Plan.
- 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.
- Non-Japanese nationals who pay into the pension plan for 6-months or longer are eligible for a lump-sum payment (partial refund) on return 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 (applicants will be responsible for any applicable processing fees).

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

Representative	Address	Contact Details
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