枚方市教育委員会　会計年度任用職員採用試験　募集要項

（令和９年（2027 年）４月１日付採用）

Hirakata City Board of Education
Recruitment Examination for Part-time Fiscal Year Appointed Employee　Application Guidelines
(Hiring on April 1st, 2027 (Reiwa 9))

令和８年11月
枚方市教育委員会
November, 2026 (Reiwa 8)
Hirakata City
Board of Education

1. Job Information

(1) No age limit

(2) A person who is applicable to the Local Public Service Act, Article 16 cannot apply for this job. (Please refer to Page 7)

Type of occupation / Number on new hires	Hirakata City Assistant Language Teacher　NET (Native English Teacher) /　About 1
Eligibility Requirements	Applicants must meet all of the following requirements ① through ⑤. ① Applicants must be a non-Japanese person who is a native English speaker or a non-Japanese person who has ability to use his/her mother tongue and English equally well. However, a person who used to have foreign citizenship and has Japanese nationality now, with two years or more work experience as a non-Japanese Assistant English Teacher※1 at elementary school, junior high school or senior high school as by School Education Act (Act No. 26 of Showa 22 (1947)) Article 1 enacted can also apply for this position. ② Applicants must be a person who can speak standard English and have ability and enthusiasm to teach at elementary and junior high schools. ③ Applicants must hold bachelor's degree or higher. ※2 ④ Applicants must be an Instructor Visa / Permanent Visa / Spouse Visa ※3 holder except when the applicant has Japanese nationality. ⑤ Applicants must not be persons with a disqualifying sexual offense record as defined under the Act on Measures for the prevention of Sexual Violence Against Children by School Establishers and Other Educational of Childcare Service Providers (Please refer to the attached sheet 'Regarding the Confirmation of Criminal Facts Based on the Act on the Prevention of Sexual Violence Against Children') ※1 'Non-Japanese Assistant English Teacher' is a job similar to the 'ALT (Assistant Language Teacher)' in the JET Programme (The Japan Exchange and Teaching Programme) and is required to teach English (assisting in Japanese English teacher's lessons) etc. at schools as a person from abroad. ※2 You can apply when it is expected to obtain ① work experience as a non-Japanese ALT or ③ bachelor's degree (or higher) by March 31st, 2027 (Reiwa 9). You need to obtain ① or ③ by March 31st, 2027 (Reiwa 9) for hiring. ※3 Instructor Visa, Permanent Visa and Spouse Visa must be valid until the date of hire as of the date of the recruitment examination. (Visas which can be renewed or changed to Instructor Visa by March 31st, 2027 (Reiwa 9) will also be accepted.)

Period of employment	From April 1st, 2027 (Reiwa 9) to March 31st, 2028 (Reiwa 10). ※ The first one month (or 15 days when the number of work days is 14 days or less within the month) is a conditional employment period. After the conditional employment period you will be officially hired when your work performance is good.
Duties	① Teach English to pupils and students at elementary and junior high schools. ② Give advice and assist other teachers when they make lesson plans, teaching materials etc. ③ Cooperate with other teachers for special activities and events related to English education. ④ Other than that above, do other duties designated by the school principal and by the immediate manager to ensure smooth implementation of English education etc.
Working form	① In a general rule, days of duty are Monday through Friday. Hirakata City Board of Education and the principal will assign you a yearly schedule, including the vacation period of the three-term academic year. ② Working hours are about 31 hours per week on average. In a general rule, workdays of NETs are 5 days a week (Monday through Friday) during the school terms. Required workdays in a fiscal year (from April to March) are 208. ③ As a general rule, working hours are 7 hours and 45 minutes, from 8:30 am to 5:00 pm (45 minutes of rest period is provided). ④ Days NETs are not required to work are Sundays, Saturdays, national holidays established by the Act on National Holidays and year end and New Year holidays (December 29th to January 3rd). However, Hirakata City Board of Education or the principals may arrange the workdays for the school events etc. ※ 5 to 10 days will be appointed as workdays during the vacation period of the three-term academic period (spring, summer and winter holidays) but other than those specified days, there are no assigned workdays during school vacation period. ※ Work outside scheduled hours may be required.
Place of work	Municipal elementary and junior high schools in Hirakata City ※ The work location will be assigned and cannot be chosen by the employee.
Salary	① a monthly sum 251,150 yen ～ 255,630 yen (reference) You will receive maximum salary when you have three years (or more) of work experience similar to the position you are applying to or when you are 25 years old or older. ② (total annual) end of term allowance・diligence allowance about 1,160,000 yen ～ about 1,180,000 yen (Above mentioned end of term allowance・diligence allowance amount will be divided into two (June term and December term) and will be paid in June and in December. The diligent allowance of an employee may be reduced based on the employee's work performance and attendance. ※ The end of term allowance and the diligence allowance for the first year will be prorated based on the length of service. ※ Transportation expenses will be provided when the requirements are met. ※ Salary may change due to amendments to regulations or ordinances.
Leaves	Annual paid leave: 10 days (The number of annual paid leave grows modestly as service years of an employee increase. ※ This number for the first year employee is determined according to the tenure.) Special leaves: Summer holiday, Marriage leave, Sick/injured childcare leave, Short-term family care leave, Bereavement leave, Public transportation accident leave, Witness duty leave etc.

Status	Part-time Fiscal Year Appointed Employee (Regular Service Part-Time Employee) 'Oath of Service, Obligation to Obey Laws and Regulations and Orders of Superiors, Prohibition of Acts to Damage Impartiality, Obligation to maintain secrets obtained in the course of performing his/her duties, Obligation to Give Undivided Attention to Duty, Restriction of Political Acts' shall be applied and will be the subject to disciplinary actions when a person does not obey the regulations.
Social insurance	Enrollment in: Mutual Aid Association (Sort-term Benefits and Welfare Programs), Employees' Pension Insurance, and Employment Insurance.
Restriction on subsidiary business	In principle, there is no restriction on subsidiary business, but it is necessary to report job descriptions because part-time fiscal year appointed employees are applied to the regulations of 'Obligation to Give Undivided Attention to Duty' and 'Prohibition of Acts to Damage Impartiality'. As an example, you may be instructed if you cannot obey the regulation 'Obligation to Give Undivided Attention to Duty' by doing long hour work. In principle, it is not allowed to have other businesses when the total working hours (of NET job and other jobs) are more than 8 hours per day or more than 40 hours per week.

2. Application Procedure (Please submit the documents either in person or by postal mail to Hirakata City Board of Education. When you send your application form, please send the necessary documents by 簡易書留/*kan'i kakitome* or by 特定記録郵便/*tokutei kiroku yuubin* (those are kind of recorded deliveries) and write 受験申込/*juken moushikomi* [Examination Application] in red on the envelope.)

・Application Deadline

Thursday November 12, 2026 (Reiwa 8) <The postal mail must be postmarked by Thursday November 12, 2026 (Reiwa 8)).>

※ Hours for in-person submission: 9:00 am to 5:30 pm

※ In-person submissions are not accepted on Saturdays, Sundays, or public holidays.

・Application documents

① the designated Application Form (The upper section is the application form and the lower section is the exam admission card). (Do not detach the Exam Admission Card from the Application Form.)

② Documents certifying eligibility for the examination.

Photocopies of your passport, residence card and certificate of bachelor's degree (or higher degree certificate).

※ If any of the documents are written in a language other than English or Japanese, please attach an English or Japanese translation.

※ A person who holds Japanese nationality needs to attach photocopies of the certificates or documents to prove your naturalization, instead of the photocopies of your passport and residence card.

③ Submission form for the First Stage of the Examination (document screening).

・Submission destination

573-1159 枚方市車塚１－１－１ 枚方市教育委員会事務局 教育指導課 宛

[573-1159 Hirakatashi Kurumazuka 1-1-1, Hirakatashi Kyouikuiinkai Jimukyoku, Kyouiku-shidou-ka]

[Items to be agreed upon when applying.]

・Applications with errors or missing documents may be returned. We are not responsible if this results in a missed application deadline. Please check your application carefully before submitting it.

・You may not apply for more than one position being recruited by Hirakata City Board of Education for appointment on April 1, 2027 (Reiwa 9).

・Documents submitted for the examination will not be returned.

※This information provided in the application form will be used only for purposes related to this recruitment examination. It will not be used for any other purpose and will be properly managed in accordance with the Hirakata City ordinance on personal information protection and other applicable regulations.

3. Important points when filling out the application form

Note the following points when you fill out the Application Form and the Examination Admission Card.

○ 受験職種/*juken-shokushu* [type of job you are applying for]…Please refer to the application guidelines and confirm if you are using a correct application form and if you are fulfilling the eligibility requirements.

○ 現住所/*gen-juusho* [present address] …Please write your present address and a postal code, and daytime phone number.

○ 試験結果連絡先/*shiken-kekka-renrakusaki* [address where you want to receive the examination results] …Please write 試験結果連絡先/*shiken-kekka-renrakusaki* if you want to receive the result of the examination at the place other than 現住所/*gen-juusho.*

○ Photos …Use glue or paste to affix the photos on the Application Form and the Exam Admission Card. Those photos must be the same ones. (Color photograph, size 4cm×3cm・Photos must be one taken within 6 months of date of submission.) (※ Applicant's name must be written on the back of the photos.)

○ Exam Admission Card…Please write your name and date of birth and affix a photo on it.

4. Examination Date and Time, Venue and Contents

(1) The First Stage Examination

・Contents of the examination　Paper Screening

※ The test consist of three descriptive questions. No gathering required.

(2) The Second Stage Examination

・Date and time　Friday December 4th, 2026 (Reiwa 8)

・Place　Kagayaki Plaza Kirara (8. Please refer to the map on page 6.)

※ Candidates who have passed the first stage examination will be informed of the meeting time and place for the second stage examination. Please contact 教育指導課/ Kyouiku-shdiou-ka/ Education Guide Section, if you don't receive any notice about the second stage examination by Tuesday December 1st.

・Contents of the examination　Individual interview (Demonstration lesson included)

※ Results of the first stage examination do not affect the second stage examination.

・Items to bring　Exam Admission Card and the materials for the demonstration lesson.

【Matters to be attended to】

・Please use public transportation to reach the examination venue.

・Please follow the proctor's instructions at the test venue. If you don't follow the instructions, you may be asked to leave.

・Please contact Kyouiku-shidou-ka if there is concern that the recruitment examination may be affected by a natural disaster, such as an earthquake.

5. Announcement of results

(1) The First Stage Examination

The numbers of those who passed the first stage examination will be posted on the bulletin board located by the entrance of Kagayaki Plaza Kirara at 1:00 pm on Wednesday November 25th, 2026 (Reiwa 8). We will also notify all candidates of the results by mail.

※ Exam admission card for the first stage examination will be sent out on Monday, November 16th. Please check your examination number when you receive your exam admission card. If you have not received it by Friday, November 20th, please contact Kyouiku-shidou-ka.

(2) The Second Stage Examination

All applicants will be notified of the results by mail by early December. Applicants who are not selected but meet a certain standard will be places on a reserve list. Those on the reserve list may be offered employment in order of their ranking if a successful applicant declines the offer or if a vacancy arises during the academic year.

(※Period of Registration: Until March 31, 2028 (Reiwa 10).

Applicants who do not meet the minimum qualifying standard will not be selected. As a result, the number of successful applicants may be less than the number of positions available.

6. Employment

Date of hire will be April 1st, 2027 (Reiwa 9). We will request the submission of documents (the certificates of qualification of candidacy for a recruitment examination and a self-declaration of health status (once again)) to the successful candidates. The employment will be canceled if we find out the candidates do not qualify for the job.

※ The applicant is responsible for all costs related to visa renewal, extensions of stay, and other immigration-related procedures.

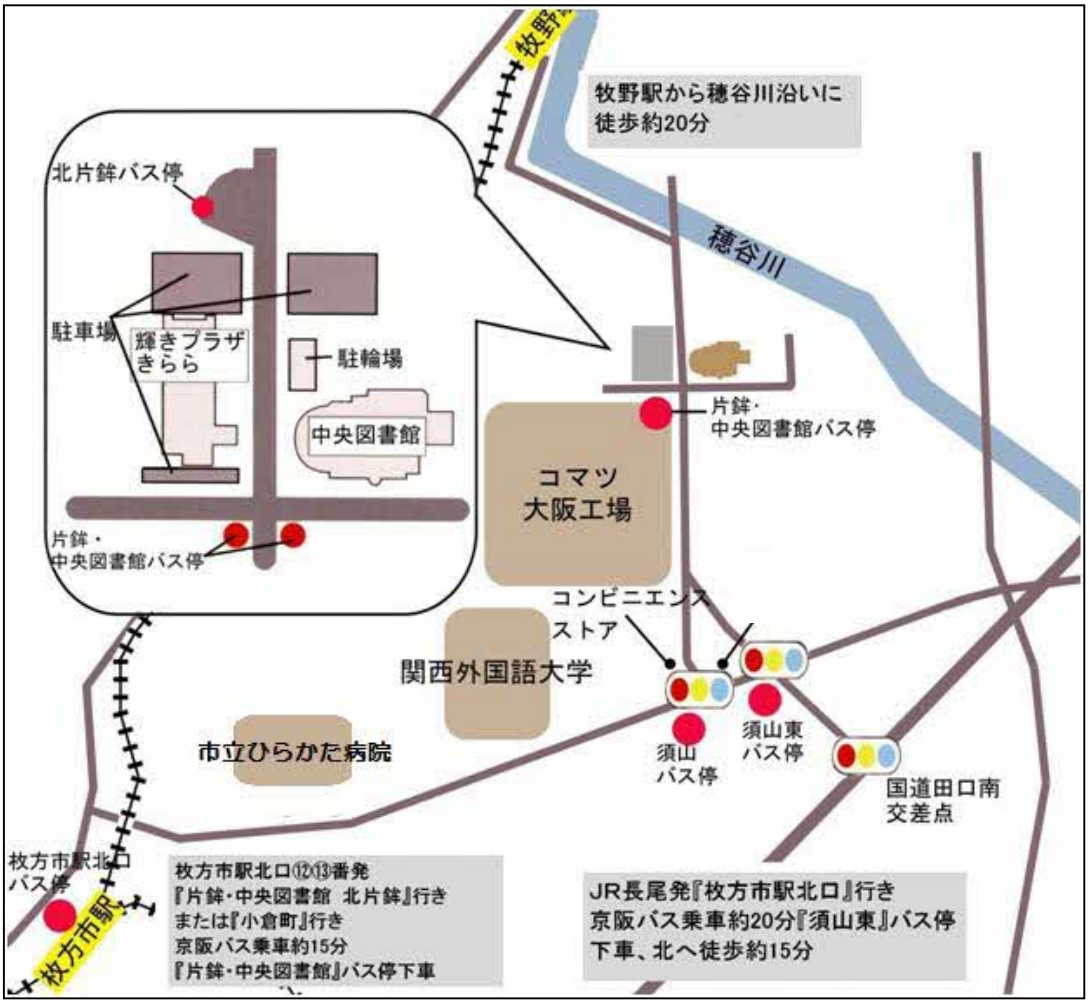
7 . Disclosure of the Examination Results

The results of the recruitment examination (ranking, marks and the passing grade <ranking and mark, when there is only one successful candidate>) will be disclosed to the examinees. It will not be disclosed to the persons who have passed the examination.

８．Location of the Second Stage Examination

会場：輝きプラザきらら（住所：枚方市車塚１－１－１）

[Test venue: Kagayaki-Plaza Kirara]　(Address: Hirakatashi Kurumazuka 1-1-1)



※ Please refrain from coming by car.

試験に関する問合せ先

枚方市教育委員会　学校教育部　教育指導課　　TEL　050-7105-8060　　FAX　072-851-9335

[Contact information regarding the recruitment examination]

Hirakatashi Kyouiku-iinkai, Gakkou-kyouiku-bu, Kyouiku-shidou-ka.

[Hirakata City Board of Education, School Education Department, Education Guide Section]

TEL 050-7105-8060　　FAX 072-851-9335

[Sexual Harassment Prevention] For support and report, click here.

[Reference] Excerpted from Local Public Service Act

(Disqualification)

Article 16. A person who falls under any of the following items cannot become a member of the personnel or participates in competitive examination or selection, except for cases provided for bylaws.

1. Those who have been sentenced to imprisonment or a heavier penalty, until the execution of the sentence is completed, or the sentence is no longer enforceable.
2. Those who have been dismissed from the relevant local government for disciplinary reasons and for whom two years have not elapsed since the date of such dismissal.
3. Those who, while serving as a member of the Personnel Committee or the Fairness Committee, have committed any of the offenses stipulated in Article 60 through 63 and have been sentenced to a penalty.
4. Those who, on or after the effective date of the Constitution of Japan, have organized or joined a political party or any other organization that advocates the violent overthrow of the Constitution of Japan or the government established under it.