外国人英語等教育補助員（会計年度任用職員）募集要項

項　　目	内　　容
職　　名	外国人英語等教育補助員（ＡＬＴ）
任用根拠	地方公務員法第 22 条の２第１項第１号
任用期間	採用日から授業の最終日まで（**令和８年 11 月中旬から令和９年２月 18 日まで**） ※　任用期間満了後に同一の職務内容の職が設置される場合で、かつ能力実証の結果が良好である場合は、４回を上限として公募によらず再度任用される可能性があります。
勤務職場	都立桐ヶ丘高等学校
職務内容	補助員は、英語等担当の教員（以下「教員」という。）の必要に応じた指示の下に、生徒指導の補助を行う。具体的な補助内容は次に掲げるとおりである。 (1)教育委員会が所属を命じた都立学校の行う英語等の授業の補助に関すること。また、授業時間の前後（１単位時間の残余の時間）に、授業に関する準備やまとめを行うこと。 (2)長期休業期間中等に実施される講習の補助を行うこと。また、講習の前後（１単位時間の残余の時間）に、講習に関する準備やまとめを行うこと。 (3)その他に行う職務 ア　定期考査等で実施するパフォーマンステスト等の作成や評価の補助に関すること。 イ　各学期の始め等に授業計画に関する打合せを行うこと。 ２　業務の遂行上必要な知識及び技能の習得を目的とした教育委員会の指定する研修を受講するものとする。
応募資格・求められる能力	次の１及び２の両方を満たす者 １　次の(1)から(6)までの全て備え、かつ、職務の遂行に必要な知識及び技能を有する者 (1) 英語を母語とする者又は同等の能力を有すること。 (2) 原則、外国籍を有すること。 (3) 在留期間の終期が令和９年３月 31 日以降であるか、又は、確実に在留期間を更新し、令和９年３月末まで在留する見込みであること。 (4) 大学以上の教育機関を卒業していること。 (5) 出入国管理及び難民認定法（昭和 26 年政令第 319 号。以下「入管法」という。）第２条の２、別表第１の２及び第２により、「教育」、「定住者」、「永住者」、「日本人の配偶者等」の在留資格を取得しているか、又は、これ以外の在留資格であっても、入管法第 19 条第２項により資格外活動の許可を受け、外国人英語等教育補助員としての活動を行うことを認められた者であること。 (6) 外国語としての英語等の教育に関心があり、教育に携わる意欲を持つとともに、学校における教育に携わるのにふさわしい者であること。 ２　次の(1)から(5)に示す欠格事由の全てに該当しない者 (1) 拘禁刑以上の刑に処せられ、その執行を終わるまで又はその執行を受けることがなくなるまでの者 (2) 東京都職員として懲戒免職の処分を受け、当該処分の日から２年を経過しない者 (3) 人事委員会又は公平委員会の委員の職にあって、地方公務員法第 60 条から第 63 条までに規定する罪を犯し刑に処せられた者 (4) 日本国憲法施行の日以後において、日本国憲法又はその下に成立した政府を暴力で破壊することを主張する政党その他の団体を結成し、又はこれに加入した者 (5) 民法の一部を改正する法律（平成 11 年法律第 149 号）附則第３条第３項の規定により従前の例によることとされる準禁治産者

勤務時間	令和９年２月 18 日までの総勤務時間 50 時間程度 原則として１日７時間、１週間 29 時間以内 ※　勤務日等の詳細については、配置校の校長の定めるところによる。
休暇等	（有給） 　年次有給休暇、公民権行使等休暇、慶弔休暇、夏季休暇(※)、母子保健健診休暇、妊婦通勤時間、出産支援休暇、育児参加休暇、妊娠出産休暇 （無給） 　育児時間、子どもの看護休暇(※)、健康管理休暇、妊娠症状対応休暇、短期の介護休暇(※)、介護休暇(※)、介護時間(※)、育児休業(※)、部分休業(※) ※　一定の要件を満たす場合
報酬額	時間額　5,820 円 通勤手当相当額を別途支給（上限 2,600 円/日） ※　一定の要件を満たす場合、期末手当を支給
社会保険	適用しない
災害補償等	有
応募方法等	１　応募方法 　以下の資料に必要事項を記入のうえ、電子メールに添付し提出してください。 〔申込書〕 　第１号様式「東京都公立学校会計年度任用職員申込書」 〔申告書〕 　「特定性犯罪歴に関する申告書」 〔面接日程調整表〕 　「令和８年度　外国人英語等教育補助員（会計年度任用職員）面接日程調整表」 ２　提出先 　S1000275@section.metro.tokyo.jp ３　申込期限 　令和８年 11 月５日（木）午後１時 ４　選考結果 　合否については、11 月中旬までに通知します。
特記事項	本業務へ従事するに当たっては、学校設置者等及び民間教育保育等事業者による児童対象性暴力等の防止等のための措置に関する法律（令和６年法律第 69 号。以下「こども性暴力防止法」といいます。）に基づき、特定性犯罪の前科の有無を確認するための犯罪事実確認が必要となります。 特定性犯罪の前科がある場合（特定性犯罪事実該当者の場合）は、こども性暴力防止法に基づき、本業務に従事させないこと等の措置を講じる必要があるため、任用条件の一つとして、特定性犯罪の前科がないことを求めることとしています。 このため、予め、選考過程において、書面や面接等により、特定性犯罪の前科の有無を確認します。
問い合わせ	都立桐ヶ丘高等学校 電　話　03-3906-2173 副校長　丸山　宏和

FOREIGN ASSISTANTS FOR EDUCATION OF ENGLISH, ETC.
Recruitment Information

Items	Contents
Position	FOREIGN ASSISTANTS FOR EDUCATION OF ENGLISH, ETC. (Fiscal year employees) 【ALT】
Legal Basis	Article 22, paragraph 2, item 1 of the Local Public Service Act (Act No. 261 of 1950).
Period of Appointment	From the first work day at the appointed school to the last work in a fiscal year out of the assistants' work days designated under the teaching plan drawn up by principals. (From mid-November 2026 to February 18, 2027) ※Reappointment not through public recruitment shall be limited to 4 consecutive times, as long as the assistants demonstrate satisfactory performance.
Work Place	Metropolitan Kirigaoka High School
Duties	The assistants shall help teach students as instructed by the teachers of English, etc. (hereinafter referred to as "teachers"). The specific details of the duties that assistants should fulfill shall be as listed below. (1) To help team-teach with JTEs at school(s) designated by the Board of Education, and prepare or wrap up before or after class (the time remaining out of 1 unit hour) (2) To assist classes during a long break and other off-time periods, and prepare or wrap up before or after class (the time remaining out of 1 unit hour) (3) Duties on other occasions i. To help create, and grade performance tests during the periodical examination or other related examinations ii. To participate in meetings for lesson planning at the beginning of each school term, etc. Section 2 Assistants shall undertake training designated by the Board of Education in order to acquire the knowledge and skills necessary to perform their duties.
Conditions	A person who satisfies both 1 and 2 below 1 Those who have all of the following (1) through (6) and possess the knowledge and skills necessary to perform their duties (1) Native speaker of English or possess equivalent ability. (2) In principle, foreign nationality is required. (3) The applicant's period of stay must expire on or after March 31, 2027, or he/she is expected to renew his/her period of stay and stay until the end of March 2027. (4) Graduated from a university or higher educational institution. (5) Those who have obtained a residence status of "instructor," "long-term resident," "permanent resident," or "spouse or child of Japanese national," pursuant to Article 2-2, Appended Table I (2), and Appended Table II of the Immigration Control and Refugee Recognition Act (Act No. 319 of 1951, hereinafter referred to as "Immigration Control Act"), or those whose status of residence is not among the above mentioned but who have obtained permission to engage in activity other than that permitted under their status of residence pursuant to Article 19, paragraph 2 of the Immigration Control Act and are allowed to serve as assistants. (6) Those who are interested in teaching English as a foreign language, have a desire to be involved in education, and are suitable to be involved in education at schools. 2 A person who does not fall under any of the disqualifications listed in the following (1) through (5) (1) Anyone who was sentenced to imprisonment or more serious charges and completed the execution thereof or is no longer executed (2) A person who has been dismissed from disciplinary action as an employee of the Tokyo Metropolitan Government and two years have not passed since the date of said dismissal. (3) A person who was a member of the Personnel Commission or the Fairness

	Commission and was sentenced for a crime provided for in Articles 60 to 63 of the Local Public Service Act. (4) Anyone who on or after the date of promulgation of the Constitution of Japan, has formed or joined a political party or organization advocating the destruction of the Constitution of Japan or the government established under it with force. (5) A quasi-incompetent person to whom the provisions then in force shall remain applicable pursuant to the provisions of Article 3, paragraph 3 of the Supplementary Provisions of the Act for Partial Revision of the Civil Code (Act No. 149 of 1999).
Work Hours	About 50 hours in total by February 18 , 2027 Within 7 hours per day and 29 hours per week. ※ The principals shall determine the assistants' work days.
Holidays	**（Paid）** Yearly paid leave, Leave for exercise of civil rights, Marriage and condolence leave, Summer leave (※), Maternity leave for pregnancy and childbirth, Maternal and child health checkup leave, Commuting time during pregnancy, Childbirth support leave, Childcare participation leave **（Unpaid）** Childcare time, Child nursing care leave (※), Menstrual leave, Leave for pregnancy-related medical symptoms, Short-term nursing care leave (※), Nursing care leave (※), Nursing care time (※), Childcare leave(※), Partial leave(※) (※) The above forms of leave will be granted when the necessary requirements are met.
Remuneration	5,820 yen per unit hour. Travelling allowance will be provided.（Up to 2,600yen per day）
Social and Labor insurance	Not applied
Workers Compensation	Stipulated by the Industrial Accident Compensation Act (Act No. 50 of 1947)
Application Information	(1) Procedure Complete the following documents and attach them in e-mail. I . [Application] Form No. 1 Application for Fiscal Year Employee ii. [Declaration form] Declaration Regarding Specified Sexual Offense Criminal Record iii. [Form for adjustment of interview schedule] Form for adjustment of interview schedule for FOREIGN ASSISTANTS FOR EDUCATION OF ENGLISH, ETC. FY2026 (2) E-mail address S1000275@section.metro.tokyo.jp (3) Deadline for Application November 5, 2026, 1:00 PM (4) Notice of results Written notice of results will be sent to applicants by mid-November, 2026
Special Notes	In performing this work, it is necessary to confirm whether the applicant has any prior convictions related to specified sexual offenses, based on the Act on Measures to Prevent Sexual Violence Against Children by School Founders and Private Education/Childcare Service Providers, etc. (Act No. 69 of 2024; hereinafter referred to as the "Child Sexual Violence Prevention Act"). If an applicant has a prior conviction for a specified sexual offense (i.e., is a person corresponding to "persons with specified sexual offense records"), measures must be taken under the Child Sexual Violence Prevention Act to ensure that such a person is not engaged in this work. For this reason, the absence of such prior convictions is required as one of the conditions for appointment.

	Accordingly, during the selection process, confirmation of the presence or absence of prior convictions for specified sexual offenses will be conducted in advance through documents, interviews, and other means.In performing this work, it is necessary to confirm whether the applicant has any prior convictions related to Specified Sexual Offenses, based on the Act on Measures to be Taken by School Operators, etc. and Private Education/Childcare Service Providers for the Prevention of Sexual Violence, etc., Against Children (Act No. 69 of 2024; hereinafter referred to as the “Child Sexual Violence Prevention Act”). If an applicant has a prior conviction for a Specified Sexual Offense (i.e., is a person corresponding to “Persons with Specified Sexual Offense Records”), measures must be taken under the Child Sexual Violence Prevention Act to ensure that such a person is not engaged in this work. For this reason, the absence of such prior convictions is required as one of the conditions for appointment. Accordingly, during the selection process, confirmation of the presence or absence of prior convictions for Specified Sexual Offenses will be conducted in advance through documents, interviews, and other means.
Contact Information	Metropolitan Kirigaoka High School Phone: 03-3906-2173 Vice principal Hirokazu Maruyama