

Japanese Taster for Schools

(Formerly known as StepOutNet)



JAPAN FOUNDATION

UK-wide network of Japanese-speaking volunteers delivering **Japanese taster sessions** at UK schools

The Japanese Taster for Schools (JTS) programme creates links between schools and Japanese-speaking volunteers.

JTS members are volunteers who carry out Japanese taster sessions at primary and secondary schools across the UK. The purpose of the tasters is to introduce students to the Japanese language. Often the tasters are part of an International or Japan day.

One of the main purposes of JTS is to show schools what it is like to learn the language and to give them more information should they wish to start offering Japanese. Guidance and training sessions will be offered to all JTS members to prepare them for delivering Japanese taster sessions at schools.

What are the benefits of JTS?

For you:

- ✓ Getting an insight into UK school life, if you have not taught at schools before
- ✓ Gaining teaching experience with primary and secondary students
- ✓ Expanding your network of schools interested in offering Japanese regularly

For the school:

- ✓ Chance for students to try Japanese
- ✓ Chance for teachers to see a Japanese class, and learn about introducing Japanese



Who can be a JTS volunteer?

1. You must speak **Japanese to a high level of fluency**.
2. No teaching experience is necessary, but you should have an **interest in teaching**.
3. You should have a **basic level of English** sufficient for communicating with schools before and during the visit. (We do not expect JTS members to speak fluent English.)

What support will I get?

JTS members will benefit from free regular training sessions at the Japan Foundation, providing assistance on methodology and resources and information on the Japanese teaching scene. Members are also welcome to liaise with Japan Foundation Advisors, who will help with planning the sessions and advising on teaching resources. When they have an upcoming taster, members can have temporary full membership of the Japan Foundation library and borrow resources. The Japan Foundation will also pass on relevant feedback from the schools. All advice and training provided by the Japan Foundation is free.

What if the school wants me to do more visits?

JTS members are welcome to maintain links with schools they have visited, if schools approach them directly to ask them to do further taster sessions or start teaching Japanese on a more regular basis, e.g. as an extra curricular subject (lunch time or after school club). Please note that schools may require police checks.



What about travel expenses?

Will I receive any other payment?

Schools must pay the JTS volunteer for transport to and from the school. In most cases, the volunteer will pay transport costs up-front, and the school will reimburse this afterwards. Please confirm this arrangement with the school before the visit. Please also ensure that you keep all travel tickets and receipts. If necessary and agreed by both parties, the school will also pay for one night's B&B accommodation, should the school require an early start. For some visits, the school may also offer an additional payment if their budget allows this.

How does it work?

1. You fill in and return the application form and become a member of JTS.
2. You attend a JTS training day at the Japan Foundation.
3. Schools contact the Japan Foundation to request a visit.
4. The Japan Foundation contacts JTS members about the school visit request. We may initially contact members closest to the school.
5. If you are available and interested in this visit, you contact the Japan Foundation.
6. The Japan Foundation will confirm if we would like you to visit the school. If so, we will give you the school's contact details.
7. You contact the teacher at the school to confirm and arrange your taster lesson visit. We recommend you use the JTS Volunteer Checklist as a guide. If you cannot get through to the teacher, please send the teacher the form Re. JTS visit – Japanese language taster, asking the teacher to contact you.
8. Send the Materials Confirmation Form to the school.
9. If you would like to become a temporary member of the library, you can do so by returning the form JTS Visit Confirmation and Application for Library Use.
10. You arrange your own travel to and from the school – paid for by the school.
11. You are welcome to seek advice for your taster session from the Japan Foundation.
12. Please double check the JTS Volunteer Checklist.
13. Send a lesson plan to the Japan Foundation.
14. You deliver the Japanese taster lesson(s) at the school.
15. After the visit, both you and the school fill out separate evaluation forms and return these to the Japan Foundation.

All forms underlined can be downloaded from: www.jpff.org.uk/language/teaching_stepout.php#members

What if I want to visit a particular school?

JTS members can nominate schools that they would like to visit, by filling in the Suggest a School form on our website and sending this to the Japan Foundation. The Japan Foundation will then send an information pack to the school and inform them that there is a volunteer who is interested in visiting the school. The school may then submit an application for a visit. The Japan Foundation then contacts the volunteer, and the volunteer contacts the school to make arrangements for a visit.

Any other questions? Please give us a call at 020 7436 6698, or send us an email at info.language@jpff.org.uk.

Ready to become a volunteer? Please complete the form overleaf and send it back to the Japan Foundation to register as a volunteer today!

Japanese Taster for Schools Programme

The Japan Foundation London

APPLICATION FORM FOR MEMBERS

Please fill in your details here:

Title: Given Name: Family Name:

Job Title (teachers only):

Name of School (teachers only):

Home Address (including postcode):

Email:

Home Telephone:

Mobile:

Please tick the following boxes to show you have read and understood the statements:

- I would like to become a member of the JTS programme.
- I agree to be contacted by the Japan Foundation to receive information from schools about school visit / taster session requests.
- I understand that I will arrange the details of the visit directly with the school. I agree to give feedback to the Japan Foundation in a simple evaluation form after the visit.

Please tick **one** of the following two boxes:

- I am a native speaker of Japanese
- I speak fluent Japanese

(Schools are told to expect a fluent speaker of Japanese, who may or may not be a native speaker)

The Japan Foundation agrees not to pass on any contact details to schools or individuals unless given permission to do so. The Japan Foundation will keep control over all initial applications from schools but will not take any responsibility for the arrangement between JTS members and schools and the actual delivery of taster sessions.



JAPAN FOUNDATION

Please return this form by email, fax or post to:

Japanese Taster for Schools, The Japan Foundation London,
Russell Square House, 10-12 Russell Square, London, WC1B 5EH
Tel: 020 7436 6698 Fax: 020 7323 4888

Email: info.language@jpf.org.uk

Web: <http://www.jpf.org.uk/language/>