

# StepOutNet Programme

## The Japan Foundation London Language Centre (JFLLC)

### Information for Volunteers



#### About StepOutNet

The StepOutNet programme creates links between schools and Japanese-speaking volunteers. StepOutNet 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. Originally, these visits were carried out by JFLLC language advisors, but increased demand has encouraged us to open up the network to a wider audience of private tutors, teachers, volunteers and other enthusiasts interested in running Japanese taster lessons at schools in their area. One of the main purposes of StepOutNet 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 StepOutNet members to prepare them for delivering Japanese taster sessions at schools.

#### Who can be a StepOutNet volunteer?

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

#### What are the benefits of StepOutNet?

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

#### How does it work?

1. You fill in and return the application form and become a member of StepOutNet.
2. You attend a StepOutNet training day at the JFLLC.
3. Schools contact the JFLLC to request a visit.
4. The JFLLC contacts StepOutNet 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 JFLLC.
6. The JFLLC 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 [StepOutNet Volunteer Checklist](#) as a guide. If you cannot get through to the teacher, please send the teacher the form [Re. StepOutNet 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 StepOutNet 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 JFLLC.
12. Please double check the StepOutNet Volunteer Checklist.
13. Send a lesson plan to the JFLLC.
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 JFLLC.

All forms underlined can be downloaded from:

[http://www.jpff.org.uk/language/teaching\\_stepout.php#members](http://www.jpff.org.uk/language/teaching_stepout.php#members)

### **What about travel expenses? Will I receive any other payment?**

Schools must pay the StepOutNet 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.

### **What support will I get?**

StepOutNet members will benefit from free regular training sessions at the JFLLC, providing assistance on methodology and resources and information on the Japanese teaching scene. Members are also welcome to liaise with JFLLC 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 JFLLC library and borrow resources. The JFLLC will also pass on relevant feedback from the schools. All advice and training provided by the JFLLC is free.

### **What if the school wants me to do more visits?**

StepOutNet 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 if I want to visit a particular school?**

StepOutNet 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 JFLLC. The JFLLC 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 JFLLC then contacts the volunteer, and the volunteer contacts the school to make arrangements for a visit.

#### **For enquiries about StepOutNet, please contact:**

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