

# **StepOutNet Programme**

## **The Japan Foundation London Language Centre (JFLLC)**

### **CALLING MEMBERS**

#### **to join the new Stepping Out Network Programme**



The Stepping Out Programme has been one of the core programmes undertaken by the Japan Foundation London Language Centre (JFLLC) to date. A structured programme of school visits, its aim has been to help introduce or support the teaching of Japanese in UK schools. Stepping Out was originally designed to provide practical support for teachers of Japanese – often teaching Japanese in isolation - in real classroom situations providing them with advisory support regarding resources and methodology. In the past few years however, the programme's focus has shifted to supporting schools that are planning to introduce Japanese as a new subject. The demand of schools needing support to start from scratch has been on the rise and JFLLC advisors visited over 20 schools in the past 3 years to meet that demand. Whilst some schools requested a varied programme of Japanese taster lessons plus cultural workshops as part of a Japan Day, other schools built in a Japanese element as part of International Days or Language Days.

The JFLLC is re-launching the Stepping Out Programme under a new name – StepOutNet - opening it up to a wider audience of private tutors, teachers, volunteers and other enthusiasts interested in arranging and running Japanese taster lessons at primary and secondary schools in their area.

The centre is now building up a network of individuals interested in joining the new Stepping Out Network 'StepOutNet'. Guidance and training sessions will be offered to all members to prepare them for delivering Japanese taster sessions at schools.

#### **StepOutNet – a Step by Step Guide**

##### **You...**

- fill in and return the application form and become a member of StepOutNet
- book a place on the JFLLC's first Stepping Out Training Day on 23 November 06
- will be contacted by the JFLLC with a school visit request in your area
- contact the school to confirm and arrange your taster lesson visit and date
- arrange your own travel to and from the school – paid for by the school
- are welcome to seek advice for your taster session from the JFLLC
- deliver Japanese taster lesson/s as part of an International/Languages Day
- fill in an evaluation sheet about the school visit and return to the JFLLC
- don't need to pay for JFLLC advice and training
- may be paid an agreed fee by the schools

##### **The JFLLC ...**

- provides you with regular training at the JFLLC
- designs a couple of lesson plans that you can adapt to your needs
- offers advice on resources and materials
- gives you feedback on your evaluation
- keeps you up to date with information regarding Japanese language education

## Long-Term Benefits/Objectives 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
- New career prospects if you wish to go into teaching part-, or full-time
- Expanding your network of schools interested in offering Japanese regularly

### For the JFLLC...

- Improving the profile of Japanese teaching in the UK through targeted publicity
- Attracting more schools to take an interest in and start teaching Japanese
- Increasing the number of teachers of Japanese (unqualified and qualified)

## The Small Print

### What the JFLLC will ask schools to do...

In order to secure a school visit through StepOutNet, schools will be required to pay the Japanese teacher for transport to and from the school, and – if necessary and agreed by both parties – one night's B&B accommodation should the school require an early start. The school will also be encouraged to offer a standard fee (hourly, or set day rate) as a honorarium for the Japanese teacher IF the school's budget allows that. Every school will handle payment matters differently, and it is up to the teacher to decide if they make a honorarium a condition to deliver the taster session/s or not. Schools will be asked to fill in a short evaluation after the event to be returned to the JFLLC.

### What StepOutNet Members can expect...

StepOutNet members will benefit from regular training sessions offered by and held at the JFLLC, providing assistance on methodology and resources and information on the Japanese teaching scene. Members are welcome to liaise with JFLLC Advisors who will help with planning the sessions and advising on teaching resources. Members will be encouraged to join the library.

StepOutNet members are welcome to maintain links with schools that they have worked for if schools approach them to do further taster sessions in the future 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.

StepOutNet members will be asked for feedback about their school visit by completing the evaluation forms.



### For enquiries regarding the StepOutNet Programme, contact:

Alastair Warner, Assistant Programme Officer

The Japan Foundation London Language Centre (JFLLC)

Russell Square House, 10 -12 Russell Square, London, WC1B 5EH

Tel: 020 7436 6698 Fax: 020 7323 4888

E-mail: [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk) web: <http://www.jpf.org.uk/language/>

## StepOutNet Programme