

Jack of All Trades:

Being a multi-school ALT

So you're an ALT assigned to multiple schools? Don't panic!

Working at multiple schools has some great advantages, and staying organized isn't difficult.

Points to remember:

School visits can be in many different formats

- One or multiple schools per day.
- Days or weeks at one school.
- These are open to WIDE variation - your mileage may vary.

What to do when you get to school?

Bring your own indoor shoes or wear the school slippers, which may not fit you.

Etiquette: a good "ohayou gozaimasu" or "konichi wa" on arrival goes a long way. Likewise "osaki ni shitsureishimasu" on leaving.

Getting to know students and teachers:

- **Make** opportunities to interact with students - it's why you're here.
- Ask for, **or make,** a staffroom seating chart to remember **teachers'** names, **and** photos **are** good. These make good cheat-sheets.
- Get to know your teachers by attending staff drinks (nomikais).
- There are many ways to work on remembering student names:
 - o Politely ask your co-teachers to have the students make English name-cards. Hand these out yourself before the lesson to help you remember.
 - o Make a game of it: give kids points if they can make you remember their name.
 - o Have students write a birthday list.
 - o Ask your co-teachers for the students photo lists, add the students' names in romaji.

AJET Peer Support Group - 8pm to 7am every day – 050-5534-5566
An anonymous listening and referral service, by JETs for JETs



Lesson planning and preparation:

Communication is important. Try to be diligent in communicating your intent to your co-teachers. Your teachers may or may not send you lesson plans in advance, and may not always have time to conference with you about upcoming lessons. You can politely ask them to email you in advance if they need an activity planned for a given day.

Team teaching situations differ greatly. Your co-teacher may only use you as a pronunciation guide, or they may ask you to plan a whole lesson, or anything in between. Stay flexible and polite, respect their experience, and take your cues from them.

Bag of tricks - it's good to keep some generally useable activities and games ready for any situation

Adapting to school differences:

Schools, their staff, and their expectations of you will vary. Accept this.

Be flexible.

Communicate diligently with your co-teachers.

Take your cues from your co-workers to see what's expected of staff at each school.

Lunch:

If you're at elementary and junior high schools, you may have a choice of whether to bring your own food or eat the school lunch.

School lunch is usually cheap (~¥260/day), healthy, but not always tasty.

Keep in mind that bringing your own lunch may mean you can't eat with your students.

Stay organized:

It's important. Keeping records of past and future lesson plans and activities, keeping track of where each school is at, are all very helpful.

If you have any further questions, feel free to get in touch with any of us via email.

Orientation A presenters: Tom Armstrong (thomas.armstrong@me.com), Christy Bahr (christy.bahr@gmail.com), Allen Phelps (allenatmc@gmail.com)

Orientation B presenters: Helen Masters (helenmasters@gmail.com), Michael H. Foki (mfoki3@zimbra.naz.edu), Jenson Deokiesingh (jdeokiesingh@gmail.com)