



**Reports to:** Saturday School Principal

**Times:** Saturdays (according to schedule); 8:30am to 3:30pm (teaching 9:00am to 3:00pm)

**Payment:** 10,500 yen per working day (before tax)

*Note: No sick days or personal days provided (each day missed will result in a pay reduction).*

### **Key Tasks and Responsibilities**

#### **Preparation**

- prepare classroom for lessons in accordance with the objectives set by classroom instructor

#### **Instruction**

- assist students as determined by Instructor
- document student learning (eg: photographs)

#### **Management of Learning Environments**

- maintain a clean, organised and safe learning environment
- display work student effectively

#### **Student Welfare**

- ensure student safety at all times
- assist instructor in helping with student needs (eg: basic first aid, cleaning accidental soilings)

#### **Professionalism**

- promote the school's mission, vision and values
- regularly communicate with KIS community members in a professional manner
- maintain professional relationships with work colleagues based around cooperation and mutual support
- comply with school policies, procedures and decision making

*Revised January 2020*