



Reports to: Saturday School Principal

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

Base Payment: 18,000 yen per working day (before tax; paid monthly); Employee's placement on the salary scale shall be determined according to experience and education.

Note: No sick day or personal days provided (each day missed may result in pay reduction, especially if not medical and family related)

Key Tasks and Responsibilities

Planning

- work with pre-planned content
- modification of pre-planned content is welcome as long as it connects to long term plans
- may need to modify pre-planned content to meet the needs of a variety of students, ongoing support will be provided by the principal

Instruction

- lead activities for an assigned group of students
- use suitable materials and resources to support learning engagements, as described in planning
- provide weekly homework, when relevant and in light of pre-planned content

Assessment & Reporting

- provide regular feedback about development to principal, students and parents
- complete formalised reports for individual students, provided by school

Management of Learning Environments

- develop learning environments based on respect
- ensure physical layout of learning environments are safe and clean

Student Welfare

- ensure student safety at all times
- maintain attendance records, as pre-provided by school
- supervise students during play and recess breaks

School Community

- actively participate in school events
- contribute to whole school responsibilities where needed
- attend all appropriate meetings and planning sessions
- communicate with parents only when necessary, always check with principal if in doubt

Professionalism

- promote the school's mission, vision and values
- communicate with others in a professional manner
- maintain professional relationships with colleagues and parents based around cooperation and mutual support
- comply with school policies, procedures and expectations

*Created January 2017
Edited June 2019 - KIS Saturday School Principal*