

Guidance Points for Teaching in Mito-city Schools

- Have simple teaching plans!
- Keep in mind these 10 points:
 1. Keep **on time**
 2. Wear **appropriate clothing**
 3. Develop **good relationships** with the children
 4. Contribute to **cooperation in preparation** of class
 5. Pay attention to **appropriate speed and vocabulary**
 6. Show **enthusiasm to teach English**
 7. Pay attention to the **opinions of the children**
 8. Foster **positive relationships outside of class** with students, teachers, parents, etc.
 9. Try to **understand Japanese culture**
 10. Work hard to **keep a good relationship with Japanese teachers**
- **Classroom Management/Discipline**
 - Disciplining students is not your responsibility. Leave that to the HRT.
 - There ARE things you can do to contribute toward maintaining a learning environment in the classroom...
- **Time Management**
 - Within the lesson period... Know how much content you have, and how much time remains...
 - Within your day at school... Know what you should be doing, and when. Make lists. You need to try to be organized.
- **Awareness of Visibility** (children, parents, teachers, community)
 - Keep this in mind when you're driving, going to a restaurant, walking on the sidewalk, purchasing something in the supermarket or combini, etc.
 - People are always watching you.

Guidance Points for Teaching in Mito-city Schools (Continued)

Attitude as a School Teacher

- Before the start of classes
 - Arrive at school about 15 minutes before the starting time.
 - Dress appropriately
 - Put your *hanko* in the attendance book.
 - Greet the students and the teachers – in the hallways, in the classrooms, etc.
 - Attend/participate in the teachers' meetings...
 - **For teaching**
 - Make a teaching plan, and write down what you taught for the next class...
 - Make a class for the students to motivate and to bring out their talents...
 - Start and finish on time...
 - Ask the other teachers or superiors if you have questions or troubles...
 - Consider the students' health and safety to prevent accidents
 - **During lunch time**
 - Be careful to keep sanitary conditions...
 - Work together and eat together... every situation contributes to the students' education!
 - Learn to say '*itadakimasu*' and '*gochisosamadeshita*'
 - **During students' break time**
 - Play and talk together
 - Prepare for the next class
 - Be cheerful!
 - **During cleaning time**
 - Work together!
 - You are the behavior example for the students...
 - **After school**
 - Check home work or tests as soon as possible...
 - Prepare teaching plans and teaching materials for the next day.
 - Stand at the school gate and say 'good-bye' to all your students.
 - Say good-bye to all the teachers when you leave ('*osakinishitsureishimasu*')