

Brief Job Description - Osaka

➤ **English lesson**

It is important that the intern be aware that with few exceptions, the English language ability of the average Japanese student is not very high - the very basic beginner level would best describe it. This is true within all aspects of their English language acquisition: listening, speaking, reading and writing.

English class includes lesson instruction and delivery in accordance with content and schedule requirements of the English teachers.

➤ **Preparation & Maintenance**

Includes lesson plan preparation, marking attendance entry, research, acquisition, preparation and distribution of resources, checking the students' homework.

➤ **English Coffee**

Includes open and varied English communication practice on topics suggested by the native speaker or requested by the students, as applicable. There are no time restrictions on topic and attending participants are free to attend, engage, observe, disengage, leave, etc., of their own volition. The native speaker is encouraged to be creative, where desired and helpful.

➤ **International Office Work**

Includes doing and checking translations, assisting with staff queries, administrative activities, and doing other general office duties as directed and agreed.