

# Tosabori International Kindergarten Teaching Assistant Intern (level 2) Job Description



Tosabori English Kindergarten was founded in 2014 and features newly fitted classrooms and a gymnasium, offering 4 permanent classes. Interacting with kindergarten children is a very active and rewarding position. As teachers we show and demonstrate children's behaviors through activities, play, and team games. Teachers not only need to be patient, cheerful, and understanding, but have enough stamina to keep up with the ever changing transitions of young learners.

The International Kindergarten Intern is responsible for learning how to care for young learners and to assist homeroom teachers in teaching in English through a global environment. You will be expected to interact with the students as a "global ambassador" and be a role model for your peers. Your work will focus showing and teaching the YMCA core values of caring, honesty, respect, and responsibility. Examples of your responsibilities may include helping with preparation for crafts/music/gym/sensory activities/ dance/etc., enjoying activities and interacting with the students in English. Interns will also learn how to present activities and help students with their transitions throughout the day.

## **The Intern will have the opportunity to learn and be exposed to:**

- ✧ Help early learners in a medium of English how to understand a "sense of self" influenced by YMCA Canada's "Play to learn" and the International Baccalaureate program used at International schools across the world.
- ✧ Work with mentors and other individuals that can help guide you through your internship and expose you to opportunities to which you can aspire
- ✧ Developing and expanding life skills such as leadership, public speaking skills, cultural awareness, confidence, teamwork, acceptance and independence

## **Global Department**

1-5-6 Tosabori Nishi-ku, Osaka, Japan 550-0001

TEL +81-6-6441-5088 FAX +81-6-644-2069

WEB <https://www.osakaymca.ac.jp/global/>

## Primary Duties

- ✓ Assist Homeroom teachers in preparation of class materials, as well as cleaning and playing with students
- ✓ Help early learners in a medium of English how to understand a “sense of self” influenced by YMCA Canada’s “Play to Learn” and the International Baccalaureate program used at International schools across the world
- ✓ Observe students to assess their strengths and weaknesses and help them improve
- ✓ Team teaching a wide variety of subjects and skills, including: social skills, life skills, emotional skills, fine motor skills, gross motor skills, music and dance
- ✓ Reflect and review on lessons and activities, focusing on how to improve delivery and impact
- ✓ Report learnings and offer recommendations for program improvement at the end of internship
- ✓ Documenting photos and videos during internship to provide to the Global Department for Global Internship promotional material
- ✓ Complete all surveys, feedbacks, interviews, testimonials, etc
- ✓ Make a testimonial video about internship experience and of GYC experience and make enhancements to the International Kindergarten Teaching Assistant Internship information for future interns

## Qualification / Skill Requirements

- Minimum Age of 18
- Valid Passport with at least 6 months validity remaining / visa (if required)
- Has qualification in early childhood education and experience teaching
- Able to provide knowledge and educate other teachers
- Demonstrated ability to work as a member of a team and strong ability to accomplish tasks with little direct supervision
- Energetic, enthusiastic, motivated, organized, active and possess good communication skills
- Ability to be flexible with last minute schedule changes, in-class situations, team dynamics
- Multi-task and able to think of the spot: keeping children busy with dance/play etc
- Have a simple understanding of YMCA’s “Mind Body and Spirit”, which must all need to be in a healthy balance to have optimal strength and willpower
- Fluent English speaking skills
- Basic knowledge and understanding of Japanese Language and culture
- Music, art, sports, etc skills are preferable.

## Scheduling and Compensation

The intern will participate in both orientation and on-the spot training during the first stage of their internship. This training will expose you to Japanese culture and provide you with a knowledge base to draw upon throughout the remainder of your internship.

**Schedule** — Monday through Friday, 9:00 - 17:00 (up to 40 hours) with two (2) days off per week. In the case you are required to come in on a weekend, your internship schedules and hours will be adjusted accordingly.

**Compensation** — Interns will receive an allowance that is determined by the region you are from for the first month. The second month onwards is a set amount for all interns regardless of the region you are from. The basic rule is allowance amount for the first month is determined by the

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distance between your home country and Japan. This allowance is provided to assist with your time in Japan and must not be mistaken as wage or salary for the work you put in.

**Accommodation** — Interns will most likely live with a few host families during their time at the kindergarten. Short-term accommodation might also be organized depending on schedule requirements.

**Acknowledgement** — Interns who successfully complete the program will receive a certificate of completion and may be considered for certification for the Osaka YMCA Global Internship Progressive Leadership Program.

## Internship Schedule

As a YMCA Osaka International Kindergarten intern, the following schedule has been prepared for you to gradually take on more responsibility in the classroom as you become more accustomed and familiar with the students, system, what we do, and how we do it. Interns will spend 1 week in each class which are divided into grades. Each grade has children at different developmental levels.

### Grades

- Pre-Kinder (Pre-K) age 2-3 years old
- Kinder 1 (K1) age 3-4 years old
- Kinder 2 (K2) age 4-5 years old
- Kinder 3 (K3) age 5-6 years old

### Stage 1 (4 weeks)

You will spend 1 week in each grade. Initially you will be getting to know the students, teachers and what they are studying. On the Friday of the week (at the latest, earlier if you and the classroom teachers feel confident) you will be asked to lead an activity/lesson or one aspect of the day. This can range from leading a song, reading them a story, to preparing and leading a craft.

### Stage 2 (4 weeks)

You will spend a 2<sup>nd</sup> week in each grade. Taking the knowledge you have gained from training with that class regarding who they are, what they are capable of, and what they are not capable of to lead 2 or 3 activities/lessons or aspects of the day.

At the end we hope that you will have learnt about not only what you are capable of and how you are able to adapt to an international working environment, but also how children are able to surprise you with their abilities.

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