



Nagasaki Senior High School



2025 Welcome Orientation

Types of High Schools



Academic High Schools



Agricultural High Schools



Technical High Schools



Commercial High Schools



Super Science High Schools



Special Needs High Schools

Supervisors

- This will be an English teacher from your school, they will be your primary go-to for any questions or problems
- Supervisor may stay the same year to year or they may change in April
- Be your own advocate!



Reappointment

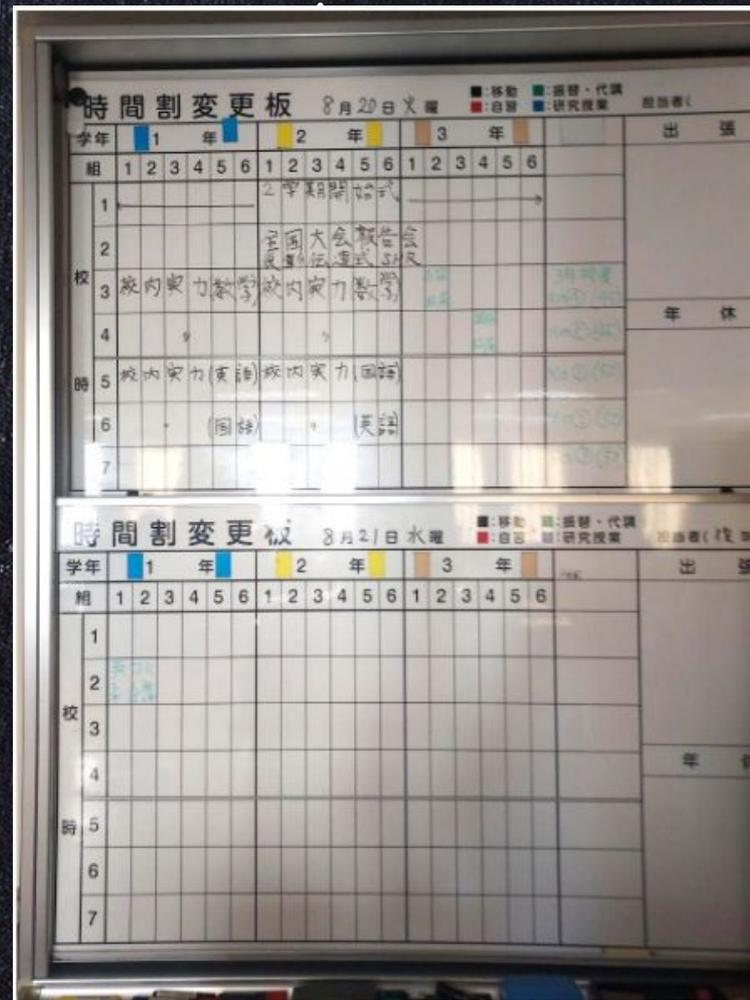
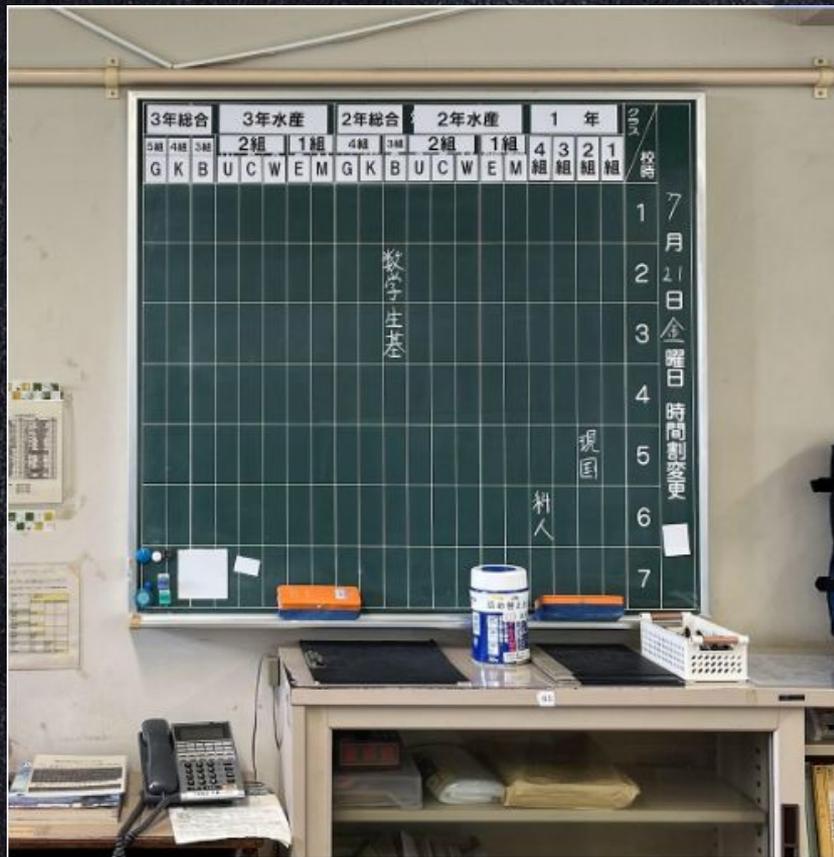
- Some schools only reappoint up to three years
- Reappointment is not guaranteed!
- Reappointment documents are usually sent to the schools in December, so you can expect them from mid to late December
- Be sure to inform your supervisor of holiday travel

Useful Words/Phrases

- ❖ Principal - **Kochō Sensei**
- ❖ Vice principal - **Kyotō Sensei**
- ❖ Annual leave - **Nenkyuu**
- ❖ Sick leave - **Byokyuu**
- ❖ Thank you for your hard work. - **Otsukaresama Desu**
- ❖ Thank you for your hard work. - **Otsukaresama Deshita**



Daily Info



Monthly/weekly schedules

令和7年度週間行事予定 第15週 (合計53週) 7月7日(月) ~ 7月13日(日)

	7月 7日(月)	7月 8日(火)	7月 9日(水)	7月 10日(木)	7月 11日(金)	7月 12日(土)	7月 13日(日)
学校行事	平日日課 ⑤→掃除→⑥⑦の頃 ★ 賞状委提出	平日日課	平日日課	平日日課 第1回学校保健委員会・安全衛生委員会 第1回学校評議委員会・学校支援委員会 ★ 昇票提出 (~12:00)	平日日課		
今週の開設	高校野球開会式						
朝の読書 8:10	○	○	○	○			
短中休-SHR 8:20							
8:30							
1校時 9:20							
2校時 9:30							
10:20							
10:40							
3校時 11:20							
11:30							
4校時 12:20							
昼休み 13:05							
13:05							
5校時 13:55							
14:05							
6校時 14:55							
14:55							
清掃 15:10	◎校時						
15:15							
7校時 16:05							
16:05							
SHR 16:15							
放課後							
購買部	○	○	○	○	○		
SSW				SC	SSW		
備考							

令和5年度行事予定(1学期)一案

	4月	5月	6月	
1 土		マラボリ運動会(1-6/21)	マラボリ運動会(1-6/21)	土
2 日			マラボリ運動会(1-6/21)	日
3 月		端午祭(全校)	マラボリ運動会(1-6/21)	月
4 火		新担任者(リフレッシュ) 教員会議 職員室掃除 学年会	マラボリ運動会(1-6/21)	火
5 水		教科・科目主任会 教科会 学年会 部活動懇話会 懇話会 新2年学年主任連絡会(13:30-14:15)	マラボリ運動会(1-6/21)	水
6 木		新大玉子(リフレッシュ) 保健委員会(PTA) 学年会 ナリテ教育統制会	マラボリ運動会(1-6/21)	木
7 金		同僚会(保健委員会 保健委員会 学年会) 生涯学習推進委員会 入試委員会(校務) 学年会	マラボリ運動会(1-6/21)	金
8 土			マラボリ運動会(1-6/21)	土
9 日			マラボリ運動会(1-6/21)	日
10 月		PTA人会式 LHR 入試式	マラボリ運動会(1-6/21)	月
11 火		LHR(1R) 昇票提出(運動会等) 学年会 1回基礎的診断テスト	マラボリ運動会(1-6/21)	火
12 水		保護者懇話会(1R) 指導 特別時間割 学年会 危機管理教育 教員研修(1R) 個人学年表彰(1R) 進路指導委員会 新大玉子(リフレッシュ)(校務) ~16日	マラボリ運動会(1-6/21)	水
13 木		特別時間割 芸術教科書教材購入 部活動編成式	マラボリ運動会(1-6/21)	木
14 金		進修講座(1年) 第1回教育課程委員会	マラボリ運動会(1-6/21)	金
15 土			マラボリ運動会(1-6/21)	土
16 日			マラボリ運動会(1-6/21)	日
17 月		前期専門委員会 内科検診(13:40~全学年) 合同役員会(校務)	マラボリ運動会(1-6/21)	月
18 火		運営委員会 LHR委員会	マラボリ運動会(1-6/21)	火
19 水			マラボリ運動会(1-6/21)	水
20 木			マラボリ運動会(1-6/21)	木

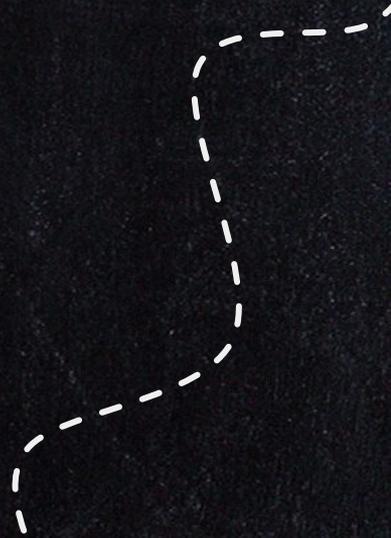
Days Off

- annual leave / 年休 nenkyū
 - 20 days per year
 - can be taken in hourly units
- summer leave / 夏季休暇 kakikyūka
 - About 4 days per year, but the school will ask you to take specific days off during obon
 - all high schools are closed around August 10-16
- substitute holidays / 代休 daikyū /
 - day off in lieu if you work on saturday or sunday for a special event like sports day or culture day



Cleaning

- no custodial staff to clean the school
- students and other teachers have assigned area of the school to clean
- as an ALT, you may not have an assigned area, but you can help out!
- daily cleaning is emptying the garbage and sweeping the floors, but during big cleanings, windows and furniture are cleaned more thoroughly and the wood floors get waxed



News Portal – Login



The screenshot shows a web browser window with the address bar displaying `http://10.200.1.30/portal/`. The browser tabs include "NEWSポータルサイト" and "休暇システムメインメニュー". The page header features the logo of the Nagasaki Educational WAN System and the text "NEWS ポータルサイト".

» ログイン

ユーザーIDとパスワードを入力して[ログイン]ボタンを押してください。

※正常にログインできない場合は[こちら](#)をクリックしてください。

The login form contains the following fields and buttons:

- ユーザーID
- パスワード
-

To the right of the form is a cartoon mascot character, a white robot-like figure with a blue circular logo on its chest.

The bottom right corner of the browser window shows a zoom level of 100%.

News Portal - Home Page

Nagasaki Educational WAN System
NEWS ポータルサイト

長崎県教育委員会

個人設定 グループ設定 ログアウト

NEWSメール スケジュール

個人アドレス (82)

基本リンク

- A1 パスワード変更
- B1 学校メールアドレス等のパスワード確認
- C1 Edge 移行サポートサイト
- D1 電子出勤簿
- D2 出退勤システム
- D3 休暇システム
- D4 休暇担当管理メインメニュー
- D5 決裁者管理メインメニュー
- D6 休暇担当者等登録ページ
- D7 出張システム
- D8 WEBアンケート・申込システム
- E1 コンプライアンス通信
- E2 情報セキュリティポリシー
- E3 不当要求行為対策委員会より
- F1 総務事務支援システム

8月 August

8/18(日)	19(月)	20(火)	21(水)	22(木)	23(金)	24(土)
登録	登録	登録	登録	登録	登録	登録

お知らせ

校内 (33) | グループ | 県教委 (34) | 他校 (1) | 物品

- 08/21: 【お知らせ】
- 08/20: 【お知らせ】
- 08/19: 【お知らせ】
- 08/19: 【お知らせ】
- 08/19: 【お知らせ】
- 08/10: 【お知らせ】
- 08/09: 【お知らせ】
- 08/09: 【お知らせ】

News Portal – Files

The screenshot shows a web browser window with two tabs: "NEWSポータルサイト" and "NEWS MAIL". The address bar shows "10.200.1.30/portal/start.php". The main content area is a news portal with a sidebar of links and a main list of announcements. A modal window titled "NEWSポータルサイト" is open, displaying a list of announcements under the heading "お知らせ".

お知らせ

08/21	【お知らせ】
08/20	【お知らせ】

お知らせの本文 [添付ファイル](#)

 06-08-26.xlsx

Navigation buttons: ← 前へ, 次へ →, 全メール送信, × 閉じる

Background sidebar links (部分):

- 基本リンク
- A1 パスワード変更
- B1 学校メールアドレス等のパスワード
- C1 Edge移行サポートサイト
- D1 電子出勤簿
- D2 出退勤システム
- D3 休暇システム
- D4 休暇担当管理メインメニュー
- D5 決裁者管理メインメニュー
- D6 休暇担当者等登録ページ
- D7 出張システム
- D8 WEBアンケート・申込みシステム
- E1 コンプライアンス通信
- E2 情報セキュリティポリシー
- E3 不当要求行為対策委員会
- F1 校務事務支援システム
- F2 【特支】校務事務支援システム
- G1 人事管理システム(管理職用)
- H1 ホームページCMS(コンテンツ)
- H2 ホームページCMS(公開承認)
- H3 ホームページCMS(ホームページ管理)
- H4 公開ページ確認

News Portal - Email

The screenshot shows a webmail interface for news.ed.jp. The browser address bar shows the URL 10.200.1.30/webmail/src/webmail.php. The interface includes a left sidebar with navigation options like 'NEWSメール', 'メールをチェック', and '受信箱 (81)'. The main content area displays a list of emails in the '受信箱' (Inbox) with columns for '差出人' (Sender), '日付' (Date), '件名' (Subject), and 'サイズ' (Size). The most recent email is dated 2024/07/31 08:28 with the subject 'さんの出張何が決裁されました' and a size of 174 k. Below the list, the details of a selected email are shown, including the sender '渡崎次郎 <v3@news.ed.jp>' and the date '2024年 7月 25日 (木) 6:49 pm'. A large orange banner with the text 'Reminder: sign up for your school's mail mate!' is overlaid on the email list.

NEWSメール

メールをチェック

受信箱 (81)

草稿箱

送信箱

ごみ箱

添付ファイル送信許可

メールボックス利用状況:
10.5%利用中 (容量: 500 MB)

ews.ed.jp> ログアウト

メール作成 個人アドレス帳 フォルダ管理 設定 検索 ヘルプ

1 - 10 件目を表示中 (104 件中)

受信箱 フラグ ON OFF 既読 未読 削除 移動 : 受信箱

差出人	日付	件名	サイズ
	2024/07/31 08:28	さんの出張何が決裁されました	174 k
	2024/07/25 18:49	さんの出張何が決裁されました	177 k
	2024/06/18 12:41	[Fwd] ... (SSH) ...	1 M
	2024/03/27 10:11	To L	1.3 k
	2024/03/27 10:11	To L	1.9 k
	2024/03/05 10:11	To L	64 k
	2024/03/05 09:49	To L	626 k

印刷 転送 返信 全員に返信

[件名] [差出人] 渡崎次郎 <v3@news.ed.jp>

[日付] 2024年 7月 25日 (木) 6:49 pm [宛先] news.ed.jp

000339_1.pdf

News Portal – Business Trip

The screenshot shows a web browser window with two tabs: "NEWSポータルサイト" and "出張システム". The address bar shows the URL "10.200.1.16/business_trip/MainMenu.php". The page header is green and contains the logo "出張システム", a login field "ログイン職員:" with a masked name, a "メインメニュー" link, and a "ログアウト" button.

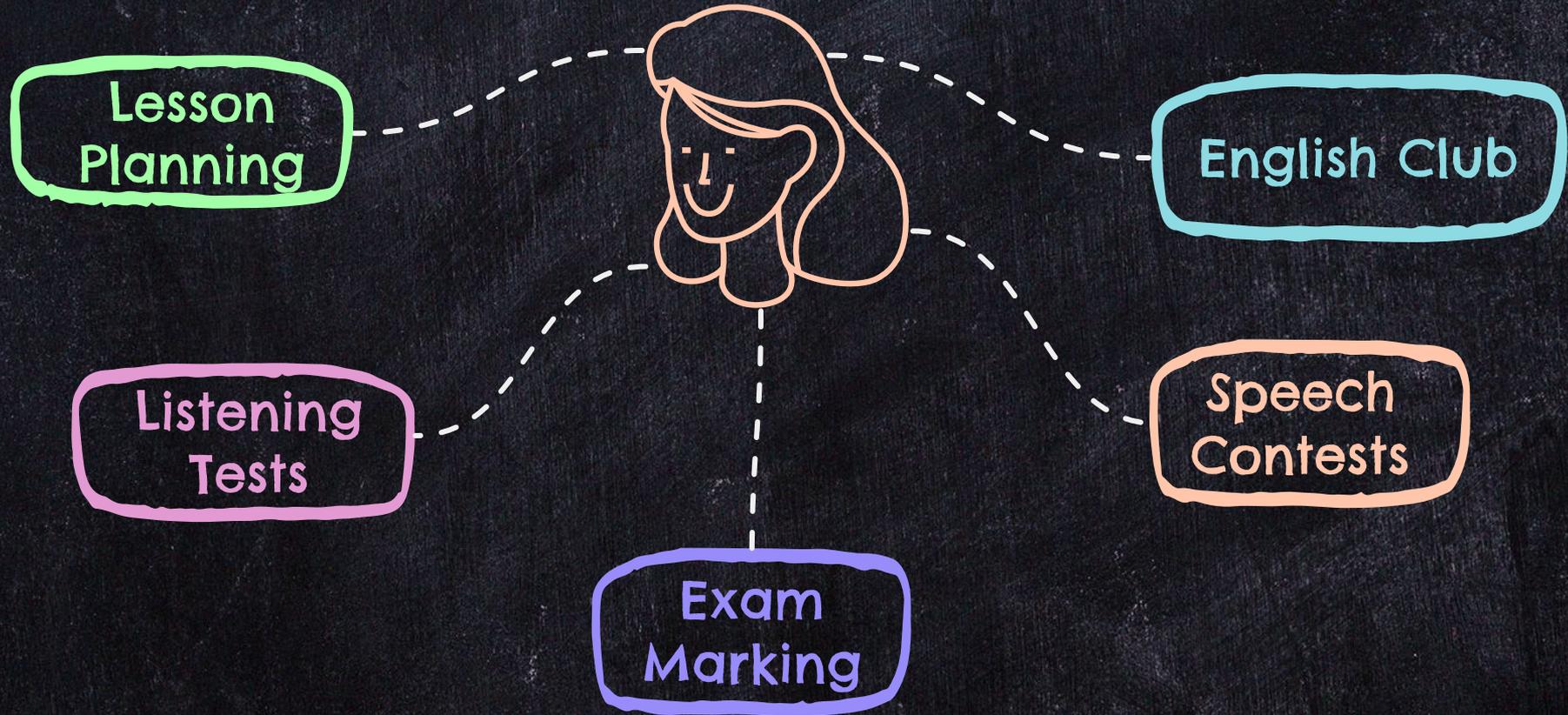
Below the header, there is a section titled "※※問い合わせ先※※" (Contact Information) with the following text:
制度面やシステム面の問い合わせは、メール (shucchou@news.ed.jp) で受け付けております。
その際には、下記情報を合わせてご連絡下さい。
①職員番号 (問い合わせを行っている職員)
②整理番号 (不具合等が起きている場合)

The main content area is titled "年度を選択してください。" (Please select the fiscal year.) and features a dropdown menu currently set to "令和6年度". Below this are four buttons: "出張同 作成" (circled in red), "旅行命令状況一覧", "電子決裁", and "校外勤務等一覧".

To the right of these buttons is a section titled "操作マニュアル" (Operation Manual) with four links:
[基本的な操作手順について](#)
[運用開始前の設定作業について](#)
[管理職員の処理について](#)
[旅費担当者の処理について](#)

At the bottom, there is an "お知らせ欄" (Notice Board) with two entries:
2023.12.18 用務日時の時刻が00:00となる障害については解消しました。
00:00となった出張同については、出張同修正画面にて時刻の再設定をお願いします。
ご迷惑をおかけして誠に申し訳ございませんがよろしくお願いいたします。
2023.12.14 出張同等の用務日時について曜日が表示されるようになりました。

Common ALT duties



All action vs. Tape Recorder



All action

1. Ask for support
2. Have concrete asks
3. Stay engaged

1. Be dialed in
2. Ask for feedback
3. Make suggestions
4. Socialise

Tape Recorder



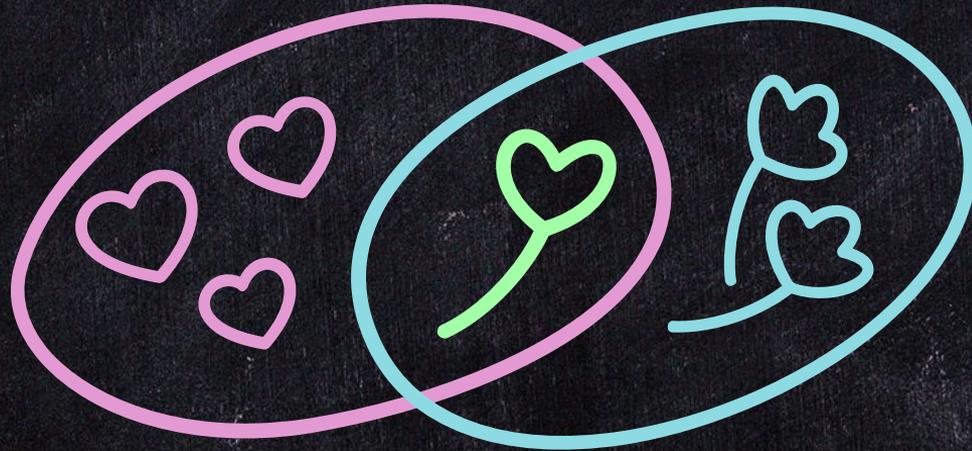
Team Teaching



Team Teaching

What is team teaching?

Team teaching is two or more teachers working together to plan, deliver, and assess lessons for the same group of students.



Team Teaching

What is T1 and T2?

The T1 teacher is the
“main teacher”.

T1 takes lead and
does the teaching
during a lesson.



The T2 teacher is the
“assistant”.

T2 supplements
what T1 is teaching
and supports
students, especially
during practice.



Team Teaching

Benefits of team teaching

- Shared knowledge and experience
- Spread the workload
- Deeper professional relationships
- Share successes and failures
- Cultural enrichment

Team Teaching

What it takes to be a good team teacher?

- Humility
- Open Mindedness
- Learning from mistakes
- Willing to share ideas
- Willing to accept ideas

Team Teaching

Keys to team teaching

- Self improvement
- Get to know your partner
- Communication
- Participation

Troubleshooting



Team Teaching

Step 1 : Plan



Step 3 : Deliver

Step 2 : Prepare

Step 4 : Review

Team Teaching

Step 1 : Planning

- Discuss expectations
- Start planning early
- Review who will do what
- Make suggestions

Your teacher might not initiate planning sessions.

Team Teaching

Step 2 : Prepare

- Prepare everything thoroughly.
- Show your JTE what you've prepared.
- Be honest with your JTE.

Team Teaching

Step 3 : Deliver

- Make a plan, but also be flexible.
- Be engaged and ready.
- Support your teacher.

You can support your teacher by:

- Confirming or correcting what they say.
- Guiding students so they stay engaged.
- Helping students when they get stuck.

Team Teaching

Step 4 : Review

- Have you ever heard of SWOT?
 - Strengths
 - Weaknesses
 - Opportunities
 - Threats
- Ask for feedback from you teachers.

Team Teaching

Resources

<https://www.aitsl.edu.au/teach/improve-practice/how-to-guides/collaborating-and-team-teaching>

<https://teaching.byu.edu/team-teaching-a-brief-summary>

<https://www.japanlivingguide.com/>

Building rapport and trust with your JTE

What was before...

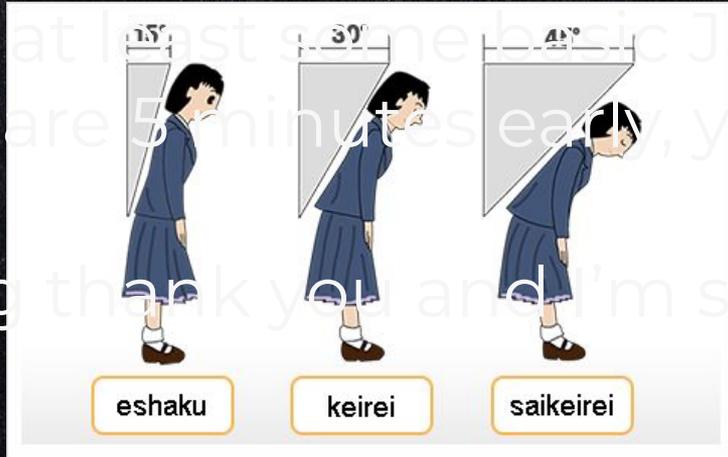
Not all ALTs are equal.



Building rapport and trust with your JTE

Manners

- Bowing is like a handshake, but much more.
- Learn at least some basic Japanese.
- If you are 5 minutes early, you are late.
- Saying thank you and I'm sorry.



Building rapport and trust with your JTE

Manners

- The cornerstones of Japanese Manners
 - Respect
 - Harmony
 - Mindfulness



Building rapport and trust with your JTE

Volunteer and be proactive

- Be willing
- Be able
- Be flexible
- Be humble.



Building rapport and trust with your JTE

Be prepared

When your moment comes...

SHINE



Building rapport and trust with your JTE

Be personal

Although being personal isn't as much a thing in Japanese culture as we might be use to, you can start small.



Building rapport and trust with your JTE

Gifts go a long way

Everyone likes to feel special and
thought of.



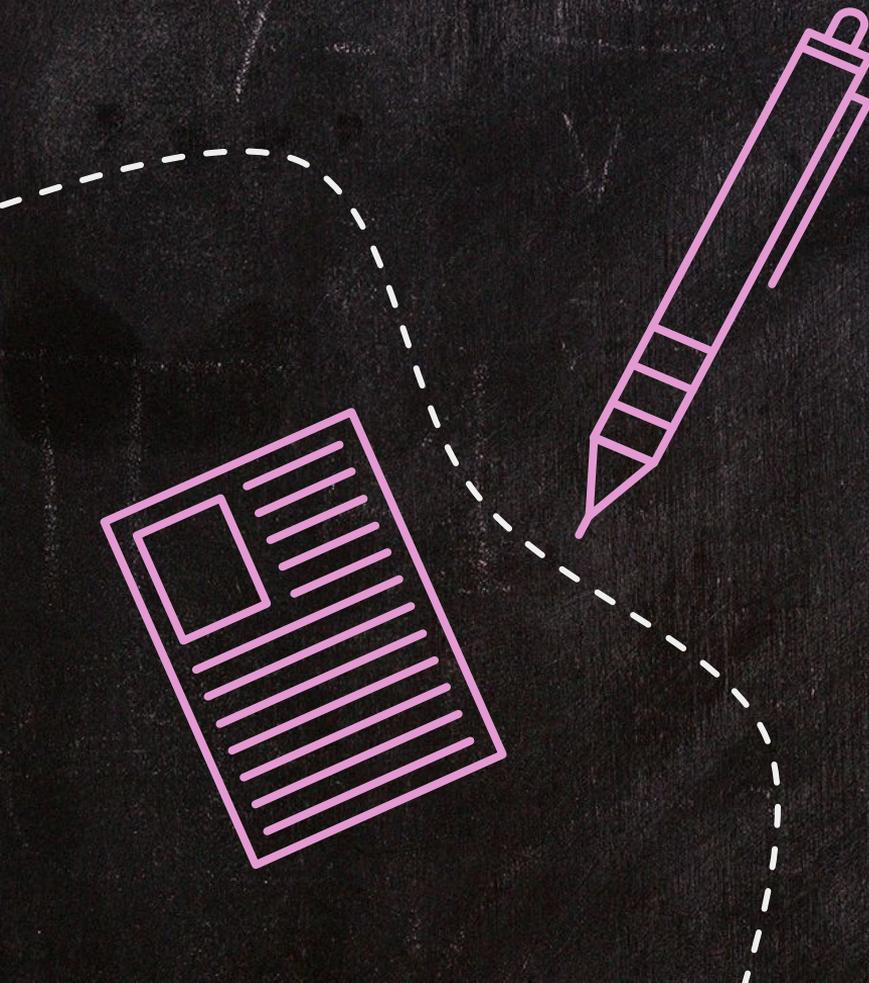
“

Break Time!

A teacher affects eternity,
they never know where their
influence stops.

— Henry Adams

”



Lesson Planning

*ESID - You may be asked to
plan your own lessons!

Three Things You Can Include in Lesson Plans



GOALS

What do you want to achieve this lesson?



PROCEDURE

What exactly do you want to do during the class?



TIMING

How much time do you think an activity will take?

Warm Up Activities



Small Talk

Give the students a topic, then have them group up to talk about it!



English Shiritori



Sing a Song!



Play an English Video!

How does small talk work?

You give the students a question...

Some examples of questions you can ask...

How was your weekend?

What do you want to do for summer/winter/spring vacation?

Then, have the students form into pairs or groups to ask each other the question!



What if I'm asked
to do something
last minute?

Sample Games!



Telephone



Bingo



Pictionary



Telestrations

You can make games based off of these!

Sample Games!



**What if I only have
one student or a
very small class?**

No Problem!



In a small class or a class with only one student, it's a lot easier to plan.



- English conversation - build up their English communication skills!
- teach them an English game - depending on their level explain in English and then have them play in English!
- Work on English skills!

There are many different directions you can take with planning for a small class/one student!



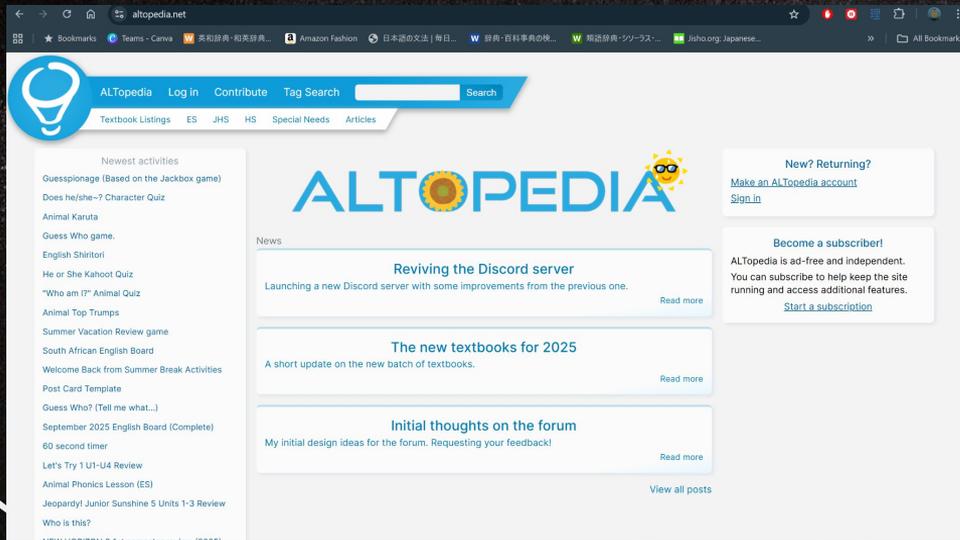
Tips and Tricks

- Collaborate and check in with your JTE when you plan lessons!
- Reflect on your lessons after class! What went well? What didn't go so well? Keep a lesson plan journal!
- Have backup work ready if a student finishes their work early!
- You can find many resources on the Nagasaki JET website for lessons!



A very special mention to...

ALTopedia!

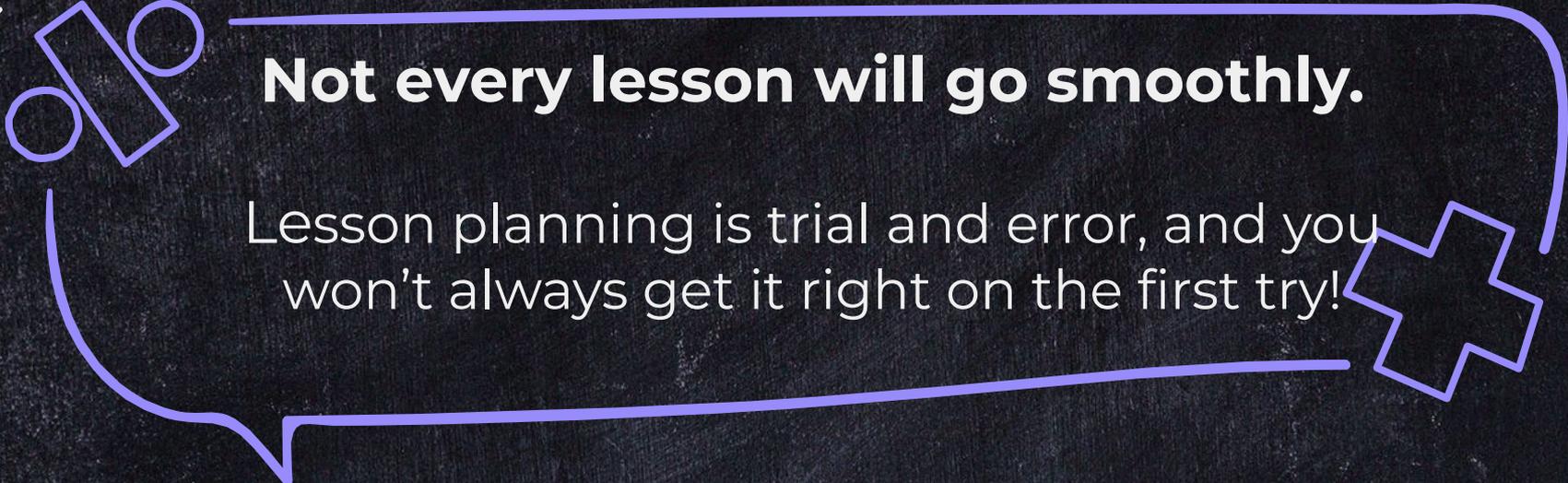


The screenshot shows the ALTopedia website homepage. At the top, there is a navigation bar with the ALTopedia logo, links for 'Log in', 'Contribute', and 'Tag Search', and a search box. Below the navigation bar, there are several sections: 'Newest activities' with a list of recent posts, 'News' with three featured articles, and a 'New? Returning?' section with links to create an account or sign in. The 'News' section includes articles about a new Discord server, 2025 textbooks, and forum initial thoughts. The 'Newest activities' list includes various quizzes and games.

ALTopedia is a great website that has great resources from ALTs all around Japan!

You can find many types of activities and games on here for your classes!

Something to remember...

A purple speech bubble with a tail pointing towards the bottom left. Inside the bubble, there is a bold heading, a paragraph of text, and two icons: a bandage on the left and a cross on the right.

Not every lesson will go smoothly.

Lesson planning is trial and error, and you won't always get it right on the first try!

“

Teaching is the greatest act of
optimism.

— Colleen Wilcox

”

Tests

You might be asked to create
and mark tests for your school



Tests

Voice Recording

Listening Tests

Create a Script
Record Voice
Work with a JTE



Content Creating

Questions

Fill in the Blanks
Finish the Sentence
Read and Recall



Marking

Long Passages

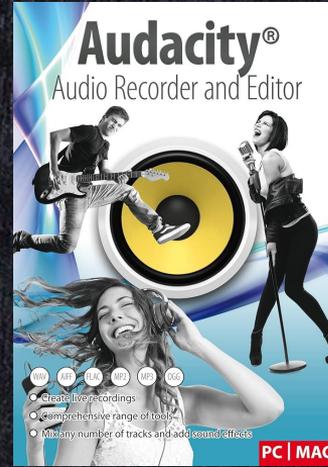
Marking Criteria
Comments?
Deliberation



Voice Recording



Physical



Digital

Clubs

English Club

You might have an English Club at your school.



English Club

Depending on the students and their involvement, your English Club might basically run itself. There could be a student who serves as the club leader/ organiser and prepare activities for each club day.

- It is a part of your duties as an ALT to attend the club meetings

English Club

Be prepared to conduct some activities yourself for the meetings, in case your student leader is away suddenly.

- I have done games in the past like *shiritori* or focused on a theme around 'idioms'. It's good to have these in your back pocket.
 - Idioms like: 'keep your eyes peeled', 'it's raining cats and dogs', etc.
 - Practice cursive writing
 - Play 'Werewolf', 'Who am i?'

English Club

Don't feel shy about jumping in to assist the students. Whether it's just reiterating what is trying to be said, or prompting for answers by simplifying the task.

- Students signed up to be in the club, if they're coming just to socialise, try to promote that they socialise in English.

Other Clubs

Joining other clubs at your school(s) is also a possibility, but does not count towards your duties as an ALT. You are giving your own free time to attend the meetings or trainings for these clubs.

- Be aware that if you make the decision to join these clubs, you might be required to attend every one, like the students do. Consider the time requirements and expectations of these clubs.

Other Clubs

Joining clubs is a great way to get to know your students!

- Being a part of clubs like the orchestra, tea ceremony or sports is the perfect way for you to get to know more about about your students and them about you!
 - Doing so might help with classroom management too.

Accessibility

Visuals & Audio

Make your content as easy to read and understand as possible

Is this easy to read?

How about this? Is this easier?

or this (how'd
be ~~as~~ easy?)

Maybe if we make it big, bright
and clear.

Accessibility

Writing

Print writing
Running writing

Slides

Font (style; size)
Colour
Clear slides

Speaking

Clearly speaking
Simply speaking

Body Language

Crossed arms
Eye Contact
Position with board

Knowledge

Using a level of
knowledge =
students

Sound

Clear sound
Script?

“

Check your audio/ connection
before your class.

”

AUDIO

“

It is the supreme art of the teacher to awaken joy in creative expression and knowledge.

— Albert Einstein

”

Special Needs Schools



Special Needs Schools

Does anyone here teach at a special needs school?

Special Needs Schools



Teaching special needs classes and students.

- Know your audience
- They may not be at same level as their peers
- Differentiation
- Make it personal and build relationships

Special Needs Schools

Foreign Students

Special Needs Schools

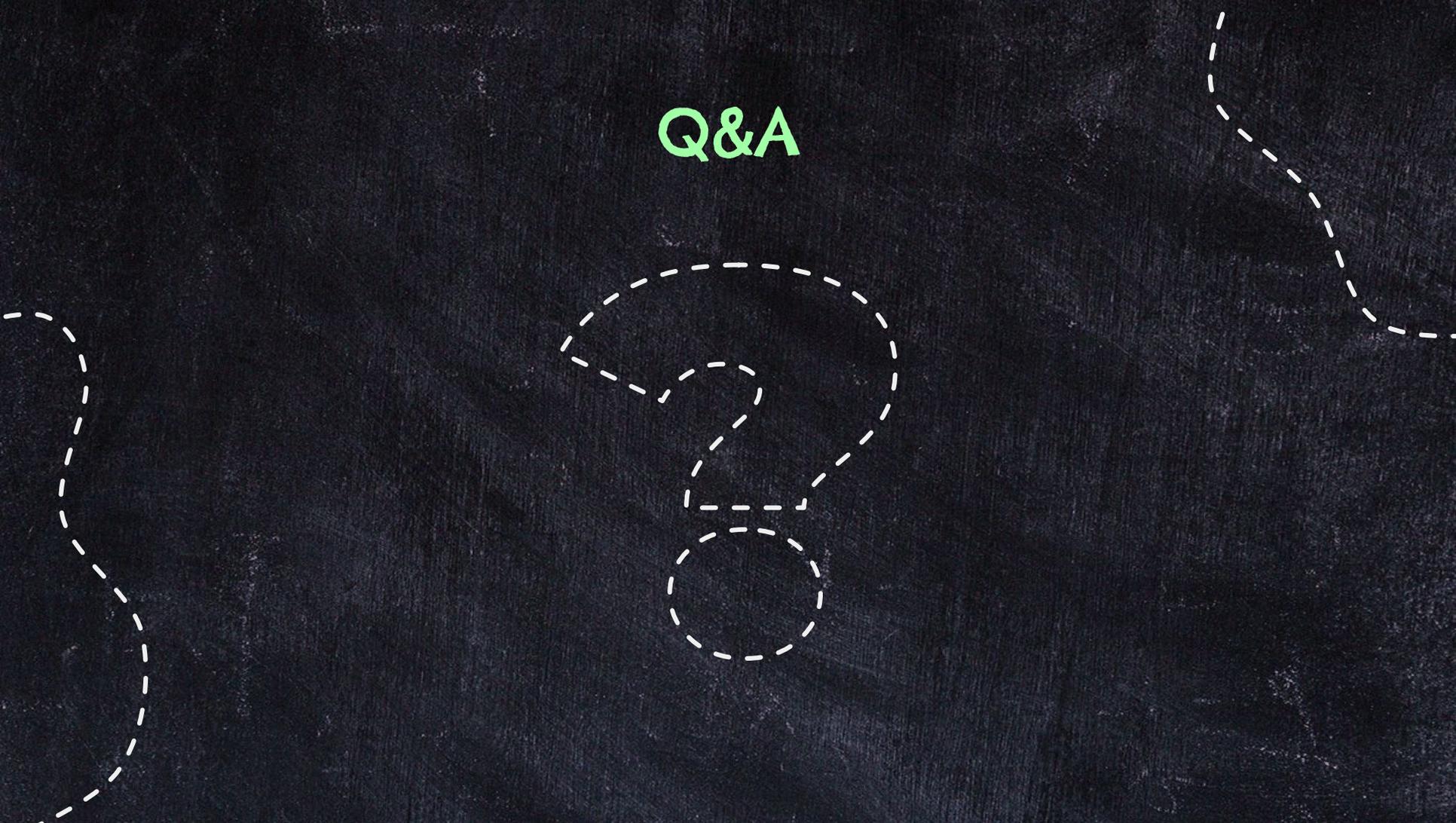
Often don't speak Japanese.

May not speak English either.

What can we do?

- Talk to them.
- Find ways to include them.
- You can give them additional resources.
- Try not let the other students rely on them.
- They have a designated teacher.
- Make sure additional resources are in their language or appropriate Japanese.

Q&A



Thanks!

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