

Position Package

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5. ★ Substitute form (Example / Original)
6. ★ Observation report set
 - Reflection report form
 - ALT-ALT report form
 - Self reflection form

*** The 3 above are to be used when you observe other ALT's Class.**

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9. Yearly schedule
10. Materials List

★ = General Documents

SCHOOL GUIDANCE DOCUMENT

for New School Year!

1) NOTES in your school life

1. Use of mobile Phones (see ALT Handbook page 39)

Use of mobile phones is prohibited in your schools. Before entering school turn your phone OFF. In the event that you need to contact your coordinator, please ask your school to use one of the office phones.

2. School Lunch (see ALT Handbook page 37)

If you are absent on the day, it is difficult to cancel the school lunch and you need to pay for it (usually, you need to cancel it a couple of days in advance). During school lunch, you are encouraged to eat with the children as much as possible; it is hoped that the ALT communicates with students outside of class. The method of requesting and paying for school lunch will differ according to the city. Please confirm in advance with your coordinator.

3. Eating and Drinking at School (see ALT Handbook page 33)

Upon entering school, eating/drinking should only be done in/at the designated areas/times. Please refrain from eating candy during class or snacking on the school grounds during recess, etc.

4. Interaction with Students (see ALT Handbook page 36)

While the schools will make many requests of you for classes, many will also request communication with students beyond the classroom walls. Take the initiative to communicate with your students outside of class.

5. Commuting Manners (see ALT Handbook page 71)

Please always follow Japanese traffic laws.

Please refrain from riding a bicycle with an open umbrella, ignoring stoplights, looking at your mobile phone while walking, smoking while walking, etc. We never know when our students are watching us; let's be good role models for the children.

6. Working Hours (see ALT Handbook page 4)

The times recorded on your timesheet are your official working hours. Provided that there are no special requests from the school, you must be working during these hours. Plan to arrive at least 10 minutes before the start of your working hours so as to give yourself ample time to prepare. When your school has a special request that falls outside these hours, please contact your coordinator.

1) NOTES in your school life

7. Meeting with Teachers

Please follow the requests of your teachers as well as actively sharing your own ideas for the class. Teachers want to hear the professional opinion of the ALT. If you are having trouble meeting with your teachers, please consult with your coordinator.

8. During Class (see ALT Handbook pages 32,33)

During class, please refrain from leaning against the walls, sitting on desks, or putting your hands in your pockets. Also, please don't wear things such as hats and scarves during class time. Always remember that you are a role model for the students and a representative for the teachers.

9. When You Feel Sick (see ALT Handbook page 14)

In the event of absence, lateness or early dismissal, you must follow protocol by contacting Borderlink. If you are sick, and you are scheduled to teach, send out the "Request of Absence" email to "sub-bl@borderlink.co.jp" or "subwest-bl@borderlink.co.jp" depends on where you work (More information is on the Contact Method in this position package.). Please share your name, city and school you work in as well as the teaching schedule for the day. If you have a fever of over 37.5 degrees Celsius, you will need to visit your local clinic and get an update from the doctor.

10. Absence (see ALT Handbook page 6)

The job of being a teacher means always being there for your students, and absences are not taken lightly. Constantly being absent does not give the other teachers or children a good impression. The children are looking forward to seeing you, so we ask you try your best to be there for them. If you are feeling extremely ill though, please go to the hospital as soon as possible. Please get a receipt from your visit for us; it is essential so that we can calculate your salary correctly.

11. Replying to Mail

Please always reply to e-mails from your coordinator and your trainer. We would like to confirm when you receive them. Also, please always use "Reply All" when responding.

12. Using the Lesson Plans

Usually, schools don't send the lesson plans but tries to have a meeting with you. However, under the outsourcing contract, lesson plans are ideally sent to Borderlink one week in advance.

The coordinator in charge will then transmit the data to you.

If you receive it, please check the contents, and follow the instructions during your lesson in class.

※There are cases where the schools or cities cannot send the data to Borderlink in advance. Please consult with your coordinator if you are having issues with this.

1) NOTES in your school life

13. Using the Timesheet (see ALT Handbook page 4)

The timesheet is not only necessary for you to get paid, it also serves as an official document to be submitted to the BOE.

Be sure to get it signed or stamped with a hanko, and fax it to us by the designated day/time. Rather than taking a picture with your phone, we ask that it be sent as a fax or PDF data at this time.

Please make sure it is filled out neatly and easy to read.

※Submitting your timesheet on time is essential so that we can calculate your salary correctly.

14. How to read the Yearly Calendar

When a school name is present, please go to work at the designated school. On 「★Working day (Star day)」 your schedule will be different. You may be asked to do substitute work, home tasks, or class observations; please wait for Borderlink to contact you regarding substitutions so be ready to receive a phone call or email from 7 am on ★Working day. If you don't receive a phone call, expect an email regarding your task for the day. When you don't receive anything from the office, please connect with your trainer by 10 am for direction.

	List	Remarks
「★」	Working day (Star day)	Working day outside of school (ex: teaching as a substitute, a home task, or observing a fellow ALT)
「TD」	Teacher Development	Training Day
「PL」	Paid Leave	
「PDO」	Proposed Days Off	Since the Labor Standards Law requires those who receive 10 or more days of paid vacation must be allowed to take 5 days within the contract period, the company may leave 5 days per year and recommend certain days to be used as proposed days off ..(Two proposed days off for 7 to 9 days granted per year, none for 6 days or less)
「SV」	School Visit	You will be introduced to new school on this day.
「TBA」	To be announced	

15. About Various Request Forms (see ALT Handbook page 86~88)

Documents	Use	Deadline
Timesheet	Confirmation document for salary payment Work record for BOE	The last working day of the month
Absence form	Request form for paid leave	30 days in advance
Transportation form	Record of transportation cost outside normal school	Prior to last day of the working month
Substitute form	Information for sub on day of absence.	7 days in advance

2) *Additional notes*

1. Please check your email everyday and reply to the messages.
2. Please contact the person written on the contact method sheet if you have any questions before the school visit day.

Please follow all information written above. Timely submission of any/all of these documents is essential so that we can calculate your salary correctly.

Remember, your responsibilities may change significantly depending on the city. We aren't just teachers, but role models and the connection to English for our students & fellow teachers. Much will be asked of you as an ALT working in Japan's education system.

Whatever the problem may be, your coordinator and HR manager will support you to the best of their ability.

Together with Japanese teachers , let's support Japan's English education as members of Borderlink and provide a solid learning environment for children!

Believe in your possibility!!

Name [●●●●●●●●]

[〇〇市]

No. 1234567890

DATE	WORK DAY	SCHOOL	LESSON (Teaching/Working)						Official Working Time		Reason	School Lunch	確認欄	
			1	2	3	4	5	6	working time Start	working time End				
1	Fri									-				
2	Sat									-				
3	Sun									-				
4	Mon									-				
5	Tue									-				
6	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1		8:15	16:00			福次
7	Thu	◇	第一小 Dai 1 ES	P	M	1-1	2-1			8:15	15:45	Teacher's MTG		福次
8	Fri	◇	第二中 Dai 2 JHS	3-1	3-2	4-1	4-2	P	1-1	8:30	16:00			福次
9	Sat													
10	Sun													
11	Mon	◇	第一小 Dai 1 ES	5-1	5-2	P	6-1	6-2	3-1	8:15	15:45		✓	福次
12	Tue	◇	第一小 Dai 1 ES	1-1	P	2-1	3-1	3-2		8:15	15:45		✓	福次
13	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1	5-2	8:30	16:00		✓	福次
14	Thu	◇	第一小 Dai 1 ES	P	M	1-1	2-1	3-1	3-2	8:15	15:45		✓	福次
15	Fri	◇	第二中 Dai 2 JHS	3-1	3-2	4-1	4-2	P	2-1	8:30	16:00		✓	福次
16	Sat													
17	Sun													
18	Mon	◇	第一小 Dai 1 ES	1-3	P	2-3	3-1	3-2	P	8:15	15:45		✓	福次
19	Tue	◇	第一小 Dai 1 ES	1-1	P	2-1	3-1	3-2	P	8:15	15:45		✓	福次
20	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1	5-2	8:30	16:00		✓	福次
21	Thu	◇	第一小 Dai 1 ES	P	M	1-1	2-1	3-1	3-2	8:15	15:45		✓	福次
22	Fri	◇	第二中 Dai 2 JHS	3-1	3-2					8:30	16:00		✓	福次
23	Sat	◇	第一小 Dai 1 ES	5-1	5-2								✓	福次
24	Sun													
25	Mon											Make Up Holiday		
26	Tue	◇	第一小 Dai 1 ES	1-1	P	2-1	3-1	3-2	P	8:15	15:45		✓	福次
27	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1	5-2	8:30	16:00		✓	福次
28	Thu	◇	第一小 Dai 1 ES	P	M	1-1	2-1	3-1	3-2	8:15	15:45		✓	福次
29	Fri		Day of Showa											
30	Sat													

Only write the time when you arrive late or leave early. Make sure to write the reason in the Reason box.
(遅刻や早退した時のみ時間を記入する。また理由も書く)

Get a Hanko (seal) from the Vice Principal. If they are unavailable, you can receive this from the Principal or the Eigo tanto.
(先生にハンコをもらおう。)

Put a check mark, if you had school lunch.
(給食を食べたらチェックマークを入れる。)

When there is a reason for a change in your schedule, please write it in the Reason box.
(予定変更があった場合は、理由を記入する。)

Please make sure to fax your timesheet on any days indicated with the FAX mark and the last working day of the month.
(FAXと書かれている場合はFAXを送信する。)

Write your scheduled classes in the boxes for each period. Using the code below, please complete what tasks you did during your free periods.
(参加したクラスを記入する。)

Saitama FAX : ●-●●●●●-●●●●●

*Write classes you took part in.
 "M" for Meeting with teachers. "P" for material development.
 "C" for other (communication, eat lunch and school events together with students).
 *When there is a reason for a change in schedule, please explain the reason in the 'Reason' box.
 *Only write the time when you arrive late or leave early with the reason in the Reason box. [H]

BL確認印	①予定勤務日数合計 Scheduled working days	17
	②欠勤日数合計 Absence without pay in total	
	③有給/その他休暇日数合計 Paid holidays/Other leaves of absence in total	
	①-(②+③)実働日数合計 ①-(②+③)Total actual working days	

FAX

Name ○●●●

2 【〇〇市】

No. 1234567890

DATE	WORK DAY	SCHOOL	LESSON (Teaching/Working)						Official Working Time		Reason	School Lunch	確認欄	
			1	2	3	4	5	6	working time Start	working time End				
1	Fri									-				
2	Sat									-				
3	Sun									-				
4	Mon									-				
5	Tue									-				
6	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1		8:15	16:00			福次
7	Thu	◇	第一小 Dai 1 ES	P	C	1-1	2-1			8:15	15:45	Teacher's MTG		福次
8	Fri	◇	第二中 Dai 2 JHS	3-1	3-2	4-1	4-2	P	1-1	8:30	16:00			福次
9	Sat													
10	Sun													
11	Mon	◇	第一小 Dai 1 ES	5-1	5-2	P	6-1	6-2	3-1	8:15	15:45		✓	福次
12	Tue	◇	第一小 Dai 1 ES	1-1	P	2-1	3-1	3-2		8:15	15:45		✓	福次
13	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1	5-2	8:30	16:00		✓	福次
14	Thu	◇	第一小 Dai 1 ES	P	C	1-1	2-1	3-1	3-2	8:15	15:45		✓	福次
15	Fri	◇	第二中 Dai 2 JHS	3-1	3-2	4-1	4-2	P	2-1	8:30	16:00		✓	福次
16	Sat													
17	Sun													
18	Mon	◇	第一小 Dai 1 ES	1-3	P	2-3	3-1	3-2	P	8:15	15:45		✓	福次
19	Tue	◇	第一小 Dai 1 ES	1-1	P	2-1	3-1	3-2	P	8:15	15:45		✓	福次
20	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1	5-2	8:30	16:00		✓	福次
21	Thu	◇	第一小 Dai 1 ES	P	C	1-1	2-1	3-1	3-2	8:15	15:45		✓	福次
22	Fri	◇	第二中 Dai 2 JHS	3-1	3-2					8:30	16:00		✓	福次
23	Sat	◇	第一小 Dai 1 ES	5-1	5-2								✓	福次
24	Sun													
25	Mon											Make Up Holiday		
26	Tue	◇	第一小 Dai 1 ES	1-1	P	2-1	3-1	3-2	P	8:15	15:45		✓	福次
27	Wed	◇	第二中 Dai 2 JHS	P	P	6-1	6-2	5-1	5-2	8:30	16:00		✓	福次
28	Thu	◇	第一小 Dai 1 ES	P	C	1-1	2-1	3-1	3-2	8:15	15:45		✓	福次
29	Fri		Day of Showa											
30	Sat													

Only write the time when you arrive late or leave early. Make sure to write the reason in the Reason box.
(遅刻や早退した時のみ時間を記入する。また理由も書く)

Get a Hanko (seal) from the Vice Principal. If they are unavailable, you can receive this from the Principal or the Eigo tanto. (先生にハンコをもらう。)

Put a check mark, if you had school lunch. (給食を食べたらチェックマークを入れる。)

When there is a reason for a change in your schedule, please write it in the Reason box. (予定変更があった場合は、理由を記入する。)

Please make sure to fax your timesheet on any days indicated with the FAX mark and the last working day of the month. (FAXと書かれている場合はFAXを送信する。)

Write your scheduled classes in the boxes for each period. Using the code below, please complete what tasks you did during your free periods. (参加したクラスを記入する。)

Saitama FAX : ●-●●●●●-●●●●●

①予定勤務日数合計 Scheduled working days 17

BL確認印 ②欠勤日数合計 Absence without pay in total

③有給/その他休暇日数合計 Paid holidays/Other leaves of absence in total

①-(②+③)実働日数合計 ①-(②+③)Total actual working days

*Write classes you took part in.
"P" for material development.
"C" for other (communication, eat lunch and school events together with students).
*When there is a reason for a change in schedule, please explain the reason in the 'Reason' box.
*Only write the time when you arrive late or leave early with the reason in the Reason box.

Absence Form

Absence Information

Employee name:	Bob Brown	
Place of employment (location):	Saitama City	
Coordinator:	Ryo Sato	
Dates of absence (paid leave 有給)	From: Oct 10, 2024	To: Oct 12, 2024
Dates of absence (leave without pay 欠勤)	From:	To:
Dates of absence (Other Leaves of absence その他の休暇)	From:	To:
Reason for absence: Wedding		
You must submit absence forms and have them authorized 30 days prior to the first day you will be absent. You must contact Borderlink to confirm whether your absence form arrived, and it will not be official until it has been actually authorized. 有給休暇取得の 30 日前に必ず提出し、書類がボーダーリンクに届いたことを確認してください。申請した有給休暇は、日程がボーダーリンクにより承認された時点で認められるものとします。		
Employee Signature Bob Brown	Date Sep 2, 2024	

Manager Approval

<input type="checkbox"/> Approved 承諾	
<input type="checkbox"/> Rejected 拒否	
Comments:	
Manager Signature	Date

Absence Form

Absence Information

Employee name:		
Place of employment (location):		
Coordinator:		
Dates of absence (paid leave 有給)	From:	To:
Dates of absence (leave without pay 欠勤)	From:	To:
Dates of absence (Other Leaves of absence その他の休暇)	From:	To:
Reason for absence:		
<p>You must submit absence forms and have them authorized 30 days prior to the first day you will be absent. You must contact Borderlink to confirm whether your absence form arrived, and it will not be official until it has been actually authorized. 有給休暇取得の 30 日前に必ず提出し、書類がボーダーリンクに届いたことを確認してください。申請した有給休暇は、日程がボーダーリンクにより承認された時点で認められるものとします。</p>		
Employee Signature	Date	

Manager Approval

<input type="checkbox"/> Approved 承諾 <input type="checkbox"/> Rejected 拒否	
Comments:	
Manager Signature	Date



申請日 Date	2023/5/20
申請者氏名 Name	Bob Brown
スタッフNo. Employee No.	1007779902
勤務地 Prefecture	Saitama
City	Omiya-ku

精 算 表

(Transportation Costs Adjustment Form)

目的 Reason	日付 Month/Day	適用 Summary-from where to where	金額 Amount including tax
ALT mtg	May-20	Omiyakoen - Omiya	147
		Omiya - Omiyakoen	147
Work shop	May-27	Omiyakoen - Kumagaya	741
		Kumagaya - Omiyakoen	741
By bus or train			
ALT mtg	May-20	Home; 2-1-1 Shimocho, Omiya-ku, Saitama - xx city office 15km	225
		xx city office - Home 15km	225
Work shop	May-27	Home - Kumagaya 20.5km	307
		Kumagaya - Home 20.5km	307
By car			
The amount is multiplied 15 yen by distance (Kilometers to the decimal first place).			
合 計 Total			¥2,563
【 備 考 】 Remarks			

事務処理印	上長承認印
印	印

Borderlink Substitute Information Form

School Information

City/Town & Prefecture name: Omiya, Saitama	School name: Omiya ES
Phone number (only for navigation): 048-630-0230	Closest station: Omiya station
Name of Vice-Principal: Mr. Kato	Name of Head of English Education: Mr. Shindo

Lesson Information

1st Period	Class : 6-1	Textbook: NEW HORIZON	Teacher name: Ms. Shiobara
Lesson time	1st period information		
Start: 8:50 End: 9:35	Unit 4 -1 The picture cards, bingo sheet and CD are on my desk, so please feel free to use them. The students are a little shy so it might be hard to get them to sing. If you walk around that will help. The home room teacher likes to get involved with English classroom so please include her as well.		
2nd Period	Class:	Textbook:	Teacher name:
Lesson time	2nd period information		
Start: End:	There is no lesson during this time so you can use the time to prepare for the rest of the day.		
3rd Period	Class: 3-2	Textbook: Let's Try!	Teacher name: Mr. Makita
Lesson time	3rd period information		
Start: 10:40 End: 11:25	Unit 3 -1 The materials (CD and phonics chart) for this lesson is in the digital textbook. The teacher for the class likes to take the lead, so please follow what he does. He does follow the lesson plan exactly so there will no problems if you know the flow of the plan.		
4th Period	Class : 6-2	Textbook: NEW HORIZON	Teacher name: Ms. Nakano
Lesson time	4th period information		
Start: 8:50 End: 9:35	Unit 4 -2 The picture cards, bingo sheet and CD are on my desk, so please feel free to use them. The students are more outgoing than the other class, so it will not be a problem to get them to sing. The home room teacher likes to correct papers during the lesson.		
Lunch	School Lunch : Provided / NOT provided *School lunch fee is on the regular ALT		
5th Period	Class : 6-3	Textbook: NEW HORIZON	Teacher name: Mr. Sakuta
Lesson time	5th period information		
Start: 13:45 End: 14:10	The lesson plan is the same as 4th period. The number of this class that study English outside of the school is very high so they have a very good understanding of English. You might have to have another quick game in mind because they usually finish activities much faster than other classes.		
6th Period	Class:	Textbook:	Teacher name:
Lesson time	6th period information		
Start: 14:30 End: 15:15	There are only 4 classes on the schedule for this day.		

Borderlink Substitute Information Form

School Information

City/Town & Prefecture name:	School name:
Phone number (only for navigation):	Closest station:
Name of Vice-Principal:	Name of Head of English Education:

Lesson Information

1st Period	Class :	Textbook:	Teacher name:
Lesson time	1st period information		
Start:			
End:			
2nd Period	Class:	Textbook:	Teacher name:
Lesson time	2nd period information		
Start:			
End:			
3rd Period	Class:	Textbook:	Teacher name:
Lesson time	3rd period information		
Start:			
End:			
4th Period	Class:	Textbook:	Teacher name:
Lesson time	4th period information		
Start:			
End:			
Lunch	School Lunch : Provided / NOT provided *School lunch fee is on the regular ALT		
5th Period	Class:	Textbook:	Teacher name:
Lesson time	5th period information		
Start:			
End:			
6th Period	Class:	Textbook:	Teacher name:
Lesson time	6th period information		
Start: _____			
End: _____			

Please complete and forward the Observation Form, ALT-ALT Report and Reflection Report within one school day of your observation to hr-bl@borderlink.co.jp or to your coordinator. These will not be made available to the Borderlink Staff at large. Thank you!

Reflection Report

Name: _____ School: _____
ALT observed: _____ Classes / JTs' names: _____
Observation Date: _____

Lesson overview

Points of interest

What I will apply in future classes

Please complete and forward the Observation Form, ALT-ALT Report and Reflection Report within one school day of your observation to hr-bl@borderlink.co.jp or to your coordinator. These will not be made available to the Borderlink Staff at large.

ALT-ALT Report

** BL will forward a copy of this ALT-ALT report to the colleague you observed **

Name: _____ School: _____
ALT observed: _____ Classes / JTs' names: _____
Observation Date: _____

General Comments

Summary of points of interest

Things I gained / Tips I'd give

Please complete and forward your Self-Reflection within three school days of your observation to hr-bl@borderlink.co.jp or to your coordinator. Self-Reflections will not be made available to the Borderlink teaching staff at large. Thank you!

Self-Reflection

Name: _____ School: _____
ALT Observed: _____ Classes / JT's Names: _____
Observation Date: _____

What parts of today's lessons are you most pleased with?

How did you modify your initial lesson plans based on in-class interaction with the students?

How did today's lessons help your students improve their communication skills?

Upon reflection of today's lessons, what concrete steps might you take in order to grow as an educator?

Please tell us your commuting condition

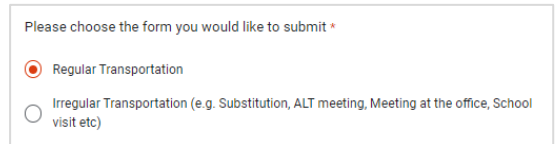
Borderlink 2024 ALT_Transportation

We would like to ask you to answer a couple of questions regarding to your transportation.

Please be sure to answer from Google Forms listed below even if you use bicycle or walk to school and do not use trains or buses.

1. Please answer from Google Forms

Your regular transportation cost is included in your salary. However, we need to confirm this as we need to calculate taxation in regards to your transportation.



- * Please select "Regular Transportation".
- * Please enter your round-trip fee if you use transportation such as trains or buses.
- * **Employee Number is the 10-digit number in the upper left of the Yearly calendar or the upper right of the Timesheet!**

Answer Here!

<https://forms.gle/4TQsVCUhZAbQ2cap9>



2. Need to work at more than 2 schools on the same days?

For those who have more than 2 schools on the same days, please also answer from the same link (2D Code) above to enter (mileage or expenses) for the transportation between schools.

This transportation expenses is treated as business transportation. We will reimburse you for the transportation between schools in this case.

