

BACKSTREET DANCE

This is where you come alive!

STUDENT TEACHER PROGRAM

- **Agreement** (read below)
- **Quiz** (handed to you in class – please complete and return)
- **Feedback Sheets** (handed to you in class - to be brought to each class)
- **Rehearsal Checklist** (handed to you in class – complete at rehearsals)
- **Uniform Discount Voucher** (handed to you in class to use)
- **Compulsory Dates to attend** (see the website)
- **Name Badges x 2** (handed to you in class)

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Backstreet Dance | **Directors:** Deborah & Jeffrey Storer | **ABN:** 64 075 206 274



STUDENT TEACHER AGREEMENT

IT IS VERY IMPORTANT YOU READ THIS WHOLE AGREEMENT

If you are accepted as a Student Teacher, you must read this Agreement and meet the following expectations and requirements.

If you received a text and your name is listed on the Work Experience Page of the website: **Congratulations!!** You have been chosen as a Student Teacher for Backstreet Dance. You have been chosen because of your positive attitude, love of children and because you are responsible and confident in your dancing. Please read this Agreement in full and once understood and agreed upon, please sign, initial and return a copy to our office. Thankyou.

Purpose of a Student Teacher:

- To be a representative of Backstreet and positive role model to students
- To ensure the safety of the students in class, Rehearsals and the Production
- Improve the confidence of students
- To learn the choreography of the class and perform CONFIDENTLY on stage at the Production
- Prepare and support the students at Rehearsals and the Production
- Assist the students to participate in a positive learning environment
- To keep students safe, focussed, listening and learning

How to Achieve this Purpose:

- Read the Philosophy, Values, Mission and Goals of Backstreet on our website and in the waiting area/corridor to ensure you are aligned (or prepared to re-align yourself) with what Backstreet is all about. Why? You are representing Backstreet AT ALL TIMES in and out of the studio (including social media), therefore ensure you are professional at all times in what you say, what you post and what you do.
- Attend your compulsory training session and other required meetings,etc (dates outlined in this pack).
- Read the checklist handed to you in class. Complete your goal at the top. Be clear on your expectations. Bring your checklist with you to each class and complete the sections that require you to complete (after you have achieved them) then hand to the Teacher when you go into class.
- Wear Backstreet Dancewear (the blue/black/white dancewear with logos on it) – this way you are recognisable and look professional. Enclosed is a 10% discount voucher to be used for one Backstreet item only (to be worn with black/white/blue pants/tights to match).
- Attend the last **5 weeks of term** (dates are included in this Agreement). The first week includes class observation.
- Arrive AT LEAST 15 minutes (preferably 30 mins) prior to your class so you can build rapport with the Students and Parents. This helps with developing a connection with them – so they gain a trust in you as a Student Teacher.
- Help line up students prior to class and keep them calm and respecting the rules.
 - o Check shoelaces are done up and hair tied back
 - o Check they have drink bottles
 - o Check if anyone needs to go to the toilet
 - o Give them compliments and make conversation to connect with them
- Walk in with the students and ensure their drink bottles are put down on the station and guide them to the circle for a Teacher brief
- Keep students focussed by using basic discipline strategies shared at your practical training

- Give positive feedback (at appropriate times eg. drink break, when giving individual help)
- Give individual help (when the Teacher/Assistant directs you to do so). Eg. teaching a move
 - o Give positive feedback
 - o Give one useful tip to help them improve
 - o Communicate in different ways: Speak, demonstrate and do with them. Ask if they have questions.
- To learn the choreography of the selected class and perform it confidently on stage (remember that the students watch you, therefore your confidence in the moves is absolutely vital). Practicing at home is important to keep the choreography fresh in your mind.
 - o Keep in mind, you may not know and remember the choreo the first class. Do your best!!
- Get to know the students in your class – know their names. Ask for a list of names to aid in your memory – write down notes next to their name to help you remember eg. Short blonde hair, loves dogs.
- Walk out of class with your students and walk with them to their Parents. Give positive feedback to them and/or Parent to reassure them they have learnt something new or improved in some way. Eg. *“Little Johnny learnt the tornado today and he did so well – he did it 2 times in a row. So proud of him”*.
- Attend the rehearsal allocated for your class at the venue where the Production will be held (refer to the Rehearsal Schedule)
 - o Arrive AT LEAST 30 minutes prior to the Rehearsal to connect with students and prepare them.
 - Give compliments
 - Help safety pin their costumes if need be
 - Gather them in a circle and start stretching with them
 - Excite them ready for their rehearsal – positive communication at all times
 - o Arrive in full costume, correct shoes & makeup – be a leading example (remember you are a role model)
- DO NOT use the staff dressing room. If you have quick changes, ask a Senior Staff member where you can get changed backstage.
- Meet students backstage 3 songs prior to their performance – you will be responsible for them along with the Assistant Teacher. Would be helpful if you were there before the students i.e. 4 songs before.
 - o Communicate with your Assistant about what is required.
 - o Keep them safe and with the group.
 - o Ensure their costumes are in order. Check their shoes. Report to Assistant/Teacher if not correct.
 - o Do appropriate stretches and warm up with them backstage (ask for guidance if need be)
 - o Get them ready to have fun and smile on stage- motivate and excite them.
 - o Keep students quiet
 - o Be sure of where they enter and exit on stage and ensure they are in their proper stage positions (in the wings)
- After the Performance, ensure Parents meet their child backstage to collect them. Do not let any student, at any time, walk off by themselves. You may need to remind Parents as they take them backstage to come back and collect them after they perform. Inform them it is due to safety.
- Ensure to praise the student after their performance – positive feedback goes a long way. You CAN make a difference by making this effort!

A NOTE ON OUR STAFF ROOM: Student Teachers are not permitted to enter the staff room or the staff dressing room at the Productions. They are only reserved for employed staff. Thankyou kindly.

REMEMBER – We are counting on you to be a positive, enthusiastic, responsible professional representative of Backstreet as you fulfil the role of Student Teacher. If you do not meet up to expectations or our standards, we have the right to cancel your application and take you out of the role of Student Teacher.

QUESTIONS - If you have any questions that can help you fulfil this role successfully, please either email Deborah or arrange a meeting with your Teacher to discuss.

NOTE: During normal class time is not an APPROPRIATE time to discuss as the focus is on teaching the students in the class. Therefore ask yourself: *Is now an APPROPRIATE time to discuss this with you and if not – when is a more APPROPRIATE time?* You can also ask the ASSISTANT TEACHER questions before or during the class to help guide you in the right direction. Most of all, use your INITIATIVE (think for yourself and do what you feel is the right thing to do and in the best interests of the students regarding their safety and learning).

Here are some guidelines:

1. Walking into the studio – always be ready with a smile, looking professional, communicating professionally and positively and ready to spread happiness. You are there to give – start with a smile and a positive open mindset. Be present and leave your ‘personal stuff’ outside.
2. Connect with people in the waiting area - . Introduce yourself to the students and parents. *“Hi, my name is XXX and I am the Student Teacher for this class. What is your name?”* Initiate conversation. *“So what do you love about dancing?”*
3. Complete the checklist (the parts that you can achieve before class).
4. Before class (if you are doing the first class of the timetable) – go into the room and put your belongings/water bottle on the drink bottle station. Then with the students, walk into the studio with a positive enthusiastic attitude. Get the students ready in the reception area – check if they have the right shoes on, drink bottle in hand and dance smiles on. Line them up at the door ready to come inside.
5. Help them put their drink bottles up at the drink bottle station and sit them down/stand them in a circle ready for the Teacher to mark the roll.
6. Stand at the back of the room behind the students and do the warmup with them (whilst being aware of late comers to the room to whom you can greet, shoelaces that need tie-ing up or students who need attending to). Do not help students do the moves in warmup properly – let them move their body as best as they can during warmup. You can walk the room during stretches and individually help students (in a safe appropriate way).
7. Step in where needed to help with discipline, give positive feedback, assist with stage positions, etc.
 - a. If unsure – ask the Assistant or Teacher or observe then ask at a more appropriate time.
Remember learning is a process of observing, asking, listening, implementing and trial & error.
8. If students ask to go to the toilet, see if you can postpone the answer by saying: “how about we finish this section first then we can look at you going?” or ask the Assistant/Teacher on how to deal with this.
9. Give positive feedback – the children want specifics. Instead of saying ‘good dancing’ say instead ‘your banana splits are strong’ or ‘you are very flexible with your splits’.
10. Keep the students engaged - ask the students about the dance eg. ‘What arms are we doing with this gallop?’ or ‘what way are we going first when we do jazz runs in the dance?’ Even ask them to show you their poses. This all must be done at appropriate times of the class of course. If unsure, ask.

11. After class – ensure the students get their drink bottles and line up at the door ready to leave. Walk out into Reception with them to ensure they find their parents – do not let anyone leave the front door unattended – Parents must collect their child from inside the studio. Feel free to chat to Parents about how well their son/daughter did in class. Be positive at all times. If a Parent wishes to discuss their child's behaviour or progress with you – you are not permitted to do so. Please refer them to leave a message with Reception (assist them in doing so) so the Teacher/Director can call them and discuss at a more appropriate time.

Here is a tip from the Assistant Teaching Team: *“Don't back down from a Teacher if they try to get you involved – take the opportunity! You are there to experience, not watch!!”*

CODE OF CONDUCT

This Code of Conduct also applies to when you are a student in your own classes.

Integrity

Agreeing to participate in this program means that you agree NOT to participate in any other dance studio's work experience programs or similar eg. Student teaching/ work experience as a Dance or Assistant Dance Teacher within 6 months of participating in this program.

Be aware that teaching any of Backstreet Dance's choreography is not permitted and breaches copyright and sharing of any dance footage is also prohibited.

Presentation

Clean, Tidy and Appropriate

- Clothes and shoes should be clean, neat and appropriate.
- Hair must be clean and tied back away from face at all times.
- Minimal make-up and jewellery.
- No Tattoo's, henna tattoos or excessive body piercings
- Tops should be clean, tidy and correct size and length – no belly buttons showing.
- Bra straps should be secured unseen under clothing, have clear straps or appear as part of the clothing, ie same width, colour and only when worn with singlets.
- No other underwear is to ever be seen
- Cleavage showing is never appropriate.
- Tights and dance pants must be clean, well-fitted and appropriate. Please **DO NOT** wear shorts.
- Clothes must allow flexibility and appear professional (no shirts tied around the waist)
- Shoes should be appropriate to the circumstance/dance style. Eg. black jazz shoes for jazz or jazz/funk classes. Hip Hop – must wear shoes matching the Backstreet uniform eg. white/blue and white/silver (just the same as if you were performing with them).

Behaviour

We treat everyone and everything with respect!

At all times we are professional, honest and accountable!

Professionalism

We all represent Backstreet Dance, therefore everything we do and say is a reflection of the standards of the studio.

We are always polite and respectful to other staff, students, family members and the public. We assist each other in maintaining a professional image (that includes what you wear).

Whilst undertaking the Student Teacher program at Backstreet Dance, you are not permitted to take any dance classes/participate in any programs at any other local dance studios.

Punctuality

Once your Student teaching class has been allocated, you are expected to be ready at your allocated time. Lateness interferes with the running of the classes and most importantly, your lateness affects the students.

If you are late to your classes once, you will receive 1 unofficial verbal warning. If you are late a 2nd time, you will receive an official written warning. If you are continually late, you will jeopardise your chance at doing Student Teaching in the future.

Honesty

We are all valued employees of Backstreet Dance and therefore your contribution is valued and we will be open to all points of view.

All conversations must be honest, yet constructive and based on fact.

If unsure of anything ask for help, do not 'make it up'.

Accountability

We do what we say!

If we make a commitment or promise something, we follow through.

If we make a mistake we admit to it and move on. It is OK to make mistakes if we learn from them and be accountable.

Social Media

We will always communicate positively about all people and all places on social media at all times.

We will never defame or degrade a person or a business.

We will not swear or post inappropriate photos.

We will communicate in a professional positive way at all times.

We will represent ourselves in a respectful way with how we dress and how we communicate.

Communication

- We will always be open and honest.
- We will always be polite and respectful.
- Personal information and conversations are exactly that – **personal**.
- We actively listen to each other, the students, families and the public.
- We **do not** use inappropriate slang, name calling or swear words in any form.
- Conversations are always to be kept professional and appropriate (including on social media).

Mobile Phones

Phones should be used as if the person is in front of you.

- At no time should a mobile phone be used to communicate disrespectful, aggressive, 'gang' orientated, bullying or sexually based messages or images.
- If at any time you are intimidated by anything sent to you via mobile phone please speak to Deborah or a senior person.

At no time is any of this behavior/communication acceptable and there are laws in place to help deal with offenders.

Boundaries

It is the nature of working for Deborah and Backstreet Dance that staff are treated more like family. At all times behavior must be appropriate to the circumstances.

- We must always respect other people's position, age, personal space and beliefs.
- When at the studio, or representing the studio, we must always behave in an appropriate and professional manner.

We must actively support and speak up when we feel ours, or someone else's, boundaries have been crossed

Certificate – At the successful completion of your student teaching experience, you will receive a Certificate of Achievement outlining your completion of the Student Teacher Program. This will outline 3 areas you did well at and 1 area you could work on next time you choose to complete Student Teaching.

Application – If you choose to be a Student Teacher again, you MUST re-apply each term with a new application form. Even though we aim to place you again, there are however no guarantees you will be chosen the very next term. However be sure to keep applying – you will gain more confidence through experience.

ENJOY BEING A PART OF THE POSITIVE BACKSTREET TEAM!

YOUR COMMITMENT

Name & Time/s of Class: See your allocated class on the website.

Dates (for your training and classes) to attend:

- Review the dates on the WORK EXPERIENCE page of our website. This will include?
- Your allocated compulsory training session
 - When you start observing classes
 - When you start being involved in classes
 - When the dropbox link will be sent to you (of your class's choreo so you can learn/practice at home)
 - Your performance approval date – to see if you know your class choreography
 - Ensure to review the rehearsal schedule when released & order of show to determine when your class rehearses and performs

Shoes required to wear for class:

- Hip Hop – plain white shoes or shoes matching the Backstreet colours eg. black/white, blue/white.
- All Jazz classes – plain black jazz shoes.
- Contemporary & Ballet/Contemporary– tan contemporary shoes or tan jazz shoes AND tan knee pads.

Shoes required to wear for Rehearsals & the Production:

- Hip Hop – 100% plain white runners.
- All Jazz classes – plain black jazz shoes.
- Contemporary & Ballet/Contemporary– tan/light pink contemporary shoes or tan jazz shoes AND tan knee pads.
 - 3-4yo Tiny Tots Ballet/Contemp – tan jazz shoes or tan contemp shoes or pink ballet shoes.

Your song: Refer to the Noticeboard in the Studio Reception area.

Your costume: You hire a costume from Backstreet at **NO CHARGE**. However, it must be returned as per the costume return deadlines and looked after with the best care. You will receive this towards the end of the term.

You supply: Sometimes you will be required to supply a basic item to go with your hired costume e.g. Plain black pants/tights/singlet. This will be listed on your costume slip when you receive your costume. If unsure, please ask an Assistant or your Teacher.

Full Dress Rehearsal: *refer to the first newsletter this term for details or the website* (arrive 30 mins prior)

Production: *refer to the first newsletter this term for details or check the website*

Arrive backstage AT LEAST 4 songs (pending the venue we are at) prior to your dance to line up the students

By applying to be a Student Teacher, you have agreed to follow the expectations and requirements and the CODE OF CONDUCT outlined in this Agreement and look forward to developing my skills as a Voluntary Student Teacher. I also understand that if I do not abide by this Agreement above, I may be asked to leave this role.

IMPORTANT NOTE TO PARENTS: If Parents/Friends would like to watch the Production, Show Tickets will need to be purchased for the show that your son/daughter will be student teaching in. Tickets are approximately \$15 per person per show. NOTE: Most of the time, Student Teachers will be in a different show to their normal class. Please factor these extra costs in when accepting this position.