

BRADFORD DANCE ACADEMY TEACHER'S MEMO.....

1. TEACHERS / STUDENT TEACHERS MUST BE ATTENDING BALLET, TAP AND JAZZ CLASSES AT OUR SCHOOL.
2. GOOD GROOMING IS ESSENTIAL, INCLUDING HAIR, CLEAN FINGERNAILS, CLEAN CLOTHES, DANCEWEAR IN APPROPRIATE COLOURS, (BLACK WHITE OR RED.) PLEASE NOTE THAT THE COLOUR IS RED AND NOT MAROON.NO HOLES IN ANYTHING.
3. ALWAYS BRING APPROPRIATE SHOES FOR THE CLASS YOU ARE TEACHING.
4. ARRIVE 10 - 15 MINUTES BEFORE THE CLASS BEGINS, (TO ORGANISE MUSIC, SHOES, WARM UP, TOILET OR GRAB A DRINK.)
5. PLEASE LEAVE BAD MOODS AT HOME. IF YOU ARE UPSET, COME AND TALK TO US AS WE MAY BE ABLE TO HELP, OR AT LEAST THEN WE KNOW WHY YOU MAY BE A LITTLE QUIET.
6. PLEASE BE RESPECTFUL TO ALL TEACHERS, AND REFER TO ALL TEACHING STAFF RESPECTFULLY EG. " HI MISS NICOLE", "BYE MISS _____", "GOOD CHOICE OF STEP MISS _____", ETC.
DESK STAFF ALSO LOVE A NICE "GOOD MORNING!" OR "BYE!".
7. RING MISS NICOLE TO KEEP COMMUNICATION LINES OPEN-EG. ANY QUESTIONS OR SUGGESTIONS. IF YOU CANNOT MAKE A PARTICULAR CLASS, EITHER TEACHING OR PARTICIPATING, PLEASE CALL WELL IN ADVANCE.
8. TURN MOBILE PHONES OFF DURING CLASS UNLESS DISCUSSED BEFOREHAND DUE TO CIRCUMSTANCES.
9. BE KIND AND PATIENT WITH EVERY CHILD. GET TO KNOW WHO YOU CAN PUSH, AND WHO IS MORE SENSITIVE. NOTIFY STAFF OF ANY "DIFFICULT" STUDENT.
10. LEARN AS MANY STUDENTS' NAMES, AGES AND WHAT CLASSES THEY DO, A.S.A.P.
11. BE CAREFUL WHEN SELECTING MUSIC THAT IS TOTALLY APPROPRIATE FOR THE AGE YOU ARE TEACHING. (EG.NO EXPLICIT LANGUAGE, AND NOT TOO SEXY FOR JNRS.) KEEP IN MIND THAT THEY WILL ULTIMATELY BE PERFORMING THE MUSIC YOU SELECT, SO BE MINDFUL THAT THE AUDIENCE WILL ALSO ENJOY YOUR CHOICE.
12. BE ADVENTUROUS WHEN CHOREOGRAPHING ROUTINES. MAKE THEM INNOVATIVE AND EXCITING, WHILST KEEPING IN MIND THE LEVEL AND AGE OF THE CHILDREN YOU ARE TEACHING.(EG.YELLOW GROUP CAN'T DO DOUBLE TURNS OR LAYOUTS OR WINGS IN TAP.
13. WARM UP CLASSES MUST BE DESIGNED TO MAKE ALL LEVELS FEEL COMFORTABLE.
14. WHEN FACING THE CLASS TO TEACH, ALWAYS START WITH YOUR LEFT LEG FIRST. (SO THEY USE THEIR RIGHT.)
15. IDEAS FOR CONCERTS, BISTEDDFODS OR ANY EVENTS DURING THE YEAR WILL BE "HEARD" AND "ENCOURAGED."

16. SPEAK CLEARLY WHEN TEACHING, ESPECIALLY WHEN GIVING INSTRUCTIONS AND COUNTING IN, (ie. 5,6,7,8,). PLEASE NEVER EVER SAY "SEE YOUS!" OR "HACHE" FOR THE LETTER "H". IT'S PRONOUNCED "ACHE".
17. IF YOU NEED TO CHASTISE ANY CHILD, PLEASE SEND THEM OFF ON A POSITIVE NOTE AT THE END OF THE LESSON.
18. BE FRIENDLY AND RESPECTFUL TO ALL TEACHERS, CHILDREN, MUMS AND DADS AND ANY VISITORS TO OUR SCHOOL, AS YOU ARE A "FRONT PERSON / P.R. PERSON FOR OUR SCHOOL.
19. IF YOU HAVE A MENTAL BLOCK OR CREATIVE LULL, PLEASE DON'T HESITATE TO ASK FOR HELP, AS WE ARE ALL THERE TO SUPPORT AND HELP EACH OTHER.
20. LITTLE AWARDS AT THE END OF THE CLASS WORK WONDERS, eg. (LITTLE STICKERS OR A STAMP or LOLLY), ESPECIALLY WITH THE LITTLE ONES. YOU MAY NOT WISH TO DO THIS EVERY WEEK, JUST AS A SPECIAL TREAT.
21. IT MAY BE A GOOD IDEA TO MAKE A QUICK NOTE SOMEWHERE PRIVATELY OF ANY STUDENT WHO IS WORKING OR TRYING REALLY HARD, SO THAT AT THE TIME OF TROPHY PRESENTATION YOU WON'T BE TEMPTED TO REWARD A STUDENT WHO IS SUDDENLY TRYING, JUST TO GET A TROPHY.
22. PLEASE ENJOY YOUR TEACHING AS YOU WILL LEARN A LOT ABOUT YOUR OWN PERSONALITY, YOUR STRENGTHS AND WEAKNESSES. YOU WILL GAIN CONFIDENCE YOU NEVER KNEW YOU HAD, AND THIS WILL BE INVALUABLE THROUGHOUT YOUR LIFE. YOU WILL LEARN LEADERSHIP AND ORGANISATIONAL SKILLS, AS WELL AS PATIENCE AND TACT. THESE QUALITIES AND EXPERIENCE YOU CANNOT BUY.