



NANANGO, KINGAROY & TOOWOOMBA



Assistant Teacher

WWW.LCDA.NET.AU

Welcome to our teaching team

Welcome to our La Crème Dance Academy - Assistant Teaching Team! As an Assistant Teacher, you play a vital role in shaping the experience of our youngest dancers.

You are:

- A role model
- A support person
- A leader in training
- Someone who helps create magic in the studio



Your passion, kindness, and energy help our dancers feel safe, confident, and excited to dance. You'll learn valuable teaching skills, build leadership confidence, and get to know some truly amazing little people along the way.

THE LCDA WAY

At LCDA, we are all about happy, high-quality classes that make every dancer smile.

We focus on developing the 3 C's:

- Creativity 🎨
- Coordination ✂️♀️
- Confidence ✨



Every interaction you have with a dancer should support these values.



We love to celebrate everything at lcda

BADGES & STAR TICKETS

LCDA badges and star tickets are an awesome tool to recognise achievement and an incentive to make some extra effort at home.

- Hand out freely and enthusiastically
- Celebrate effort, improvement, listening, kindness, and bravery
- Make it a BIG deal – smiles matter!



BIRTHDAY CELEBRATIONS

Many children look forward to having their birthday at the studio so let's help make their day extra special:

- LCDA birthday badges (student to keep)
- The 'birthday skirt' (student to return)
- Happy birthday song
- Give the child a hug – they will feel so loved



SNAP A PHOTO & SEND TO THE TEACHER - PARENTS LOVE SEEING THESE ON THE LCDA SOCIALS.



LCDA BRAND & PROFESSIONAL EXPECTATIONS

- **You are expected to wear LCDA uniform, correct footwear, and neat hair to all classes. NO SOCKS INSTEAD OF SHOES.**
- You will not be permitted to use a mobile phone during the hours you are assistant teaching, unless it is being used in the case of an emergency or in relation to class content.
- You must keep confidential any information including personal information provided to you in confidence, unless otherwise stated by the Director.
- If you are unable to teach please notify us as soon as possible, payment will not be received for the time missed.

WHAT MAKES A GOOD ASSISTANT TEACHER:

An assistant teacher supports the teacher in the delivery of lessons, and helps students learn. The teacher may not always asks (or have the time to ask) for things to be done - a good assistant teacher takes initiative and is quick to step in to help where ever they see fit.

- Working with students to enhance the learning process
- Making sure studios are safe and tidy - helping to collect props
- Set up necessary material for classes (e.g. props, aerial rigs)
- Help mark the role to get the class started
- Escort and supervise students in and out of the studio and to the toilet if needed.
- Demonstrate enthusiastically.
- Assist teachers with various tasks, like getting dancers to spread out, making up and teaching a skill or combination,
- Help students change in and out of shoes.
- Cool-tempered and positive attitude.



CONNECTING WITH DANCERS:

Children absolutely love their teachers! You will feel very special when you receive your first special drawing or little gift. Make sure that you know every single name in your class. When students arrive and leave the class make sure you welcome and farewell them by name. This is something that gives parents great comfort and promotes a positive culture.

A great tip for connecting with young children is to get down to their level to speak with them. When you greet them in the foyer, kneel down to say hello. If they are sitting in a circle marking the role, make sure you sit with them.

BUILDING TRUST IS KEY

- Learn dancers' names
- Get down to their eye level
- Praise effort, not perfection
- Offer reassurance if a dancer is nervous or upset
- Help shy dancers feel included

SAFETY

ONE OF THE MOST IMPORTANT ROLES A TEACHER PLAYS IS TO ENSURE THE SAFETY AND WELFARE OF THEIR CLASS.

ARRIVAL AND ROLL MARKING

Taking attendance is a legal requirement of a dance class. Roles link to be sent to student/assistant teachers mobiles – password is 0128.

SOCIAL MEDIA

Video and photo content is not to be posted directly by a teacher, student teacher or assistant teacher as some children are non-media release (meaning their parents have not given us permission for them to appear on social media). Please forward your videos and photos from class to the teacher as we would love to share the love on our socials.

TOILET POLICY

Toilets are located inside all studios so students will not need to be occupied by a teacher. It is a good idea to keep a mental note of how long children have been in the toilet for and check on them if they seem to be gone for an excessive amount of time. Younger students may need assistance in going to the toilet – eg, help with undressing/dressing, help with wiping, help with the door. Assistant teachers will be asked to help in these scenarios, however if you are uncomfortable with the situation please let the class teacher know.

END OF CLASS

Younger students (LCDA Mini's, LCDA Kids, Beginners and Juniors) are to be supervised after the class is dismissed until collection. The assistant teacher may be asked to do this or if the teacher is doing it, it is helpful for the assistant teacher to help children change shoes or gathering children in for the next class and starting a warmup or a stretch. If a child is not collected within a few minutes, bring them back into the studio to sit and wait while the next class starts.

If younger children are swapping studios at our Kingaroy location – a teacher/assistant teacher will need to escort the group in the carpark.

At the beginning of the year, it is helpful to read the names of those students enrolling in the next class so they know if they need to stay and change shoes or if they are getting their bag and waiting to be collected.



TEAM WORK AND COMMUNICATION

TEAM WORK MAKES THE DREAM WORK

- We work as a team (if you have any issues or concerns, please raise these with your teacher, or Miss Bec).
- Ask questions if unsure
- Support fellow staff members. We have each others backs.
- Feedback is a gift – be open to learning. Even Miss Bec started her teaching journey as an assistant teacher.

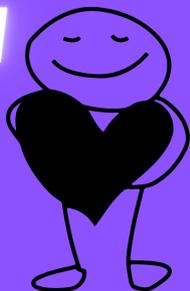
GAME TIME! - WHAT WOULD YOU DO?



TO OUR ASSISTANT TEACHING TEAM

Being an Assistant Teacher at LCDA is more than helping in class – it's about creating a safe, joyful space where children can grow.

Thank you for being part of our LCDA family. We're so glad you're here. ♥



This booklet has been compiled to address what La Crème Dance Academy supports and what is required of its teachers. However, if you require any further information, please do not hesitate to contact us.

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