



NANANGO, KINGAROY & TOOWOOMBA

# LCDA TEACHER

TRAINING HANDBOOK



WWW.LCDA.NET.AU

# Welcome to our teaching team

a note from the director:

I am so proud of my LCDA teaching team & cannot wait to celebrate all the wonderful moments with you! Being a dance teacher at LCDA is a big deal! You're not just teaching steps - you're building confidence, inspiring creativity, and shaping memories for our little dancers that last a lifetime.

There's always more to learn even the best teachers grow forever! Your presence, attitude, and energy shape not only your class but the whole LCDA culture. Teaching isn't just about steps, it's about hearts, smiles, and confidence. I am always here to help with any questions or concerns you have, or even a crazy idea that you just want to let out. I cannot wait to see where this year leads & know its going to be AMAZING!!! Lets do this team LCDA!

*Love Miss Bec x*



**EMPOWERING TEACHERS TO LEAD WITH CONFIDENCE, CARE & CREATIVITY** ♥

## THE LCDA BRAND

### Every Single Class Counts

Your classes are a living billboard for LCDA. Every dancer, parent, and visitor should see our values in action:

- Happy, confident dancers
- Safe, structured, high-quality classes
- Fun, supportive, and engaging environment

**QUICK TIP: IF A VISITOR WALKED IN MID-CLASS, WOULD THEY FEEL THE MAGIC OF LCDA? IF YES – YOU'RE SMASHING IT!**

*this seperates us from others*

### OUR CUSTOMERS: DANCERS & PARENTS

Balancing happy dancers and happy parents is a key skill:

- Focus first on creating a magical experience for dancers
- Keep parent communication professional, calm, and positive
- Keep Miss Bec in the loop early if a parent or dancer situation feels tricky (earlier the better)

**THE BIGGER LCDA GETS, THE MORE OPPORTUNITIES WE CAN PROVIDE.**

# SMASHING CLASSES LIKE A PRO

## PREPARATION

- Lesson plans ready and tailored for the age group
- Playlists prepared and tested
- Props ready and organised

## DELIVERY

- Confident, clear instructions
- High energy and enthusiasm
- Keep transitions smooth
- Balance technique, fun, and confidence-building

## ADAPTABILITY

- Read the room: adapt steps, music, and games on the fly
- Be open to suggestions - all teachers keep learning. Don't be afraid to reach out for advice if a situation is tricky.

## MAKING USE OF ASSISTANT TEACHERS

- Have assistants help students get ready or mark the roll on your phone. This is especially helpful if you have changed studios so you can connect to the speaker, change shoes, etc
- Does a dancer need a bit of one-on-one help? Have the assistant teacher help that student, which allows you to keep the class moving.
- Give them the opportunity to take a warm-up or travelling combo occasionally. Join in at the back of the class and prompt them if they get stuck. Encourage them to build their confidence.
- Split into groups - if you know your assistant is capable, split into groups and perform a different skill at each teachers station. You can get things covered in half the time.

## WATCHING WEEK

Watching weeks are often make or break with enrolment numbers. Please ensure you have planned your classes well, welcome the parents to the class, rotate lines and make the class fun and fast moving. It isn't the most exciting for parents to watch a dance being learnt or polished.

## TIME MANAGEMENT

"There just isn't enough time to get everything done." Time management can be hard. Here are some ways to be a more productive teacher:

- Start and end with purpose - make every minute count.
- Make a list - tick off exam exercises or parts of your lesson plan as you do them, so you can remember and effectively plan your next class.
- Beware of chat time (Miss Bec is bad at this!). It is nice to talk with your students about things outside of dance and they will want to tell you all about themselves, however find the happy balance,
- Do not finish a class more than 3 minutes early (squeeze in another travelling exercise or something to fill the time)



REMEMBER TO COVER EXAM CONTENT!

ALWAYS TREAT YOUR ASSISTANT TEACHERS WITH RESPECT AND BUILD A HEALTHY RELATIONSHIP TO GAIN THEIR MOST VALUABLE HELP

# OUR DANCE YEAR TIMELINE SNAPSHOT

## TERM 1

- Welcome to dance! Get to know your classes and settle in to classes.
- Exam prep & Mid Year concert prep
- Watching week end of term

### MUSTS:

- All exam exercises taught by end of term
- At least 10 videos/images for socials (sent to Miss Bec)

## TERM 3

- Exam prep
- EOY concert prep

### MUSTS:

- EOY concert routines must be finished this term
- At least 10 videos/images for socials (sent to Miss Bec)
- Headshots for concert to Miss Bec

## TERM 2

- Exam prep
- Mid Year concert
- Eisteddfod

### MUSTS:

- Mid Year concert routines taught by W5
- At least 10 videos/images for socials (sent to Miss Bec)

## TERM 4

- EOY concert
- Focus on re-enrolment

### MUSTS:

- At least 10 videos/images for socials (sent to Miss Bec)



**MID YEAR CONCERT**  
FOCUS ON FUN & SIMPLER ROUTINES  
(EVEN SHOWCASING EXAM SKILLS IN  
FORMATIONS OR USING AN EXAM  
ROUTINE)

**EOY CONCERT**  
REMEMBER CONFIDENT DANCERS  
DANCE BETTER ON STAGE. KEEP  
ROUTINES FAIR AS POSSIBLE (ALL  
PARENTS ARE PAYING PARENTS)

## OTHER EVENTS/SPECIAL WEEKS

- 23<sup>rd</sup> - 26<sup>th</sup> March - Bring a Friend Week
- 11<sup>th</sup> - 15<sup>th</sup> May - Dance for Sick kids fundraiser
- 8<sup>th</sup> - 12<sup>th</sup> June - Kingaroy Eisteddfod S/d/t
- 15<sup>th</sup> - 18<sup>th</sup> June - PJ Week
- 27<sup>th</sup> - 30<sup>th</sup> July - Bring a Friend Week
- 7<sup>th</sup> - 10<sup>th</sup> September - RUOK week
- 23<sup>rd</sup> - 26<sup>th</sup> November - Christmas Dress Up & last week of classes



THIS LIST WITH GROW  
AND GROW BUT HERES  
SOME WE KNOW NOW

## SOCIALS

Now with social media so popular and phones a part of everyday life, everyone is following what you post and how you post it. From employers and fellow teachers, to students and parents. Keep in mind how you display yourself on social media and who you allow to see your content. This can include the wording you use or the picture you use. Your digital footprint does impact on the way parents respect you as a professional,

*'Everything you post on social media impacts your PERSONAL BRAND. How do you want to be known?' ~Lisa Horn*



## PARENT/STUDENT CONTACT

From time to time parents or students may contact you via message or talk to you directly in relation to a class question, general questions or to voice an issue. You are welcome to answer them if you wish, however if you feel uncomfortable in any way, please direct the query back to Miss Bec. You are not expected to deal with complaints or conflicts. Please give us as much detail as you can so that we can address the issue.

## COMMUNICATION WITH MISS BEC

Always let Miss Bec know if:

- A parent concern arises
- A behaviour incident occurs
- A student is injured or emotional (fill out an incident report at the end of classes for injury/incident)
- Anything doesn't feel right

## BODY LANGUAGE & WORDS

Think about how your body language motivates and encourages your students (or, if the body language is negative, how it might deter your students). Your posture, engagement, confidence, and connectivity influences your class as much as your verbal language.

Are you smiling more often than not? If you make even slight adjustments to your dance teacher body language, you will be surprised at the difference it can make in the energy of your classroom!

Avoid using nicknames like 'big chloe' & 'little chloe', while you mean them in a harmless way, little feelings can get hurt.

Create a safe, friendly and positive atmosphere.

## TIME OFF

Must be communicated asap. so that a replacement teacher can be arranged. PS - if you want more hours, let Miss Bec know.



## INJURY & INCIDENT

Whilst we know every effort is made in class to avoid injury, we recognise that dance is a physical sport and sometimes injury can occur. It is important to immediately assess the student when an injury occurs. Simple first aid is helpful, apply ice, get the student to rest to the side, contact the parent through the emergency contacts if necessary.

No matter how small the injury, please notify Miss Bec of the injured person and all details that you have so that an incident report can be prepared & sent to the parent.

There is a QR Code near each stereo for the incident notification.

1  
ASSESS THE  
SITUATION

Ask the student what happened and assess the seriousness of the situation - this may mean asking the injured person or witnesses a series of questions (ie - are you dizzy, where is the pain, etc)

2  
RICE

Apply ice if required. It is good to apply ice even if you feel it is not needed. Keep in mind the acronym RICE (rest, ice, compression, elevation).

3  
NOTIFY

Notify the director if they are teaching close by. Notify the parent if it is necessary. Call an ambulance if required.

# NON NEGOTIABLES

## END OF CLASS SUPERVISION

All younger students (Minis, Kids, Beginner & Junior):

- Must be supervised until collected by a grown-up or sibling.
- Cannot leave the building unsupervised
- Teacher in charge is legally and morally responsible, this is your duty of care.



## CPD

We love our teachers to keep learning, its the only way to continue to improve as a teacher and also gives a huge sense of achievement.

Whilst keeping up your own classes and learning at LCDA is a great way to fill-your-cup, we do love for you to experience and explore the world of dance - ie, courses, workshops, competitions, online classes. It all helps to make you a better teacher and dancer.

## LEGAL

- Over 18 MUST have a valid blue card & first aid certificate. Please send to LCDA for filing. This is also in your contract of employment.
- You must mark your rolls - this is a legal requirement when working with children.

## THE LCDA TEAM

You are apart of the best team in the world (yep you read that right)!! we value our team culture & team work. We all have our team members backs.

- Never ever undermine colleagues, if you have an issue this must be dealt with privately (or with Miss Bec).
- There will be NO public arguements/dissagreements etc
- Lead by example.
- If you have any concerns, talk to Miss Bec, nothing is off limits for a conversation.

## PERSONAL GOALS

LCDA is all for supporting goals & progress! Lets help build each other to be the best version of ourselves we can be!

WHAT'S YOUR GOAL FOR THE YEAR?

## LCDA GOALS

- Growth! 5% growth every single year
- Retention - every student drop will be investigated.
- Happiness & belonging (this includes families, dancers & of course STAFF!)



*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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