

General Expectations

- Arrive at least 15 minutes before your first class.
- Start and finish ALL classes on time.
- Neatly presented in Footloose Uniform for all Classes & Events.
- Positive attitude at all times.
- Greet students/parents in the foyer - smile & use names.
- Be present from the moment you enter the Studio.
- Don't allow Students to run wild in the Foyer.
- Keep Air Con use to a minimum to avoid a power blowout.
- Reset room after all classes - ie Put away equipment, turn off Stereo, tidy up.
- Walk students down to the front door at the end of every lesson.

Class Conduct

- No personal use of phone whilst teaching.
- Take no more than 1 minute to mark your roll EVERY class.
- Set goals for your classes.
- Say every child's name at least once in a positive way every lesson.
- Give equal attention to every student, including in routines.
- Keep track of Star Award Recipients and ensure EVERY child receives one every 2 Terms.
- Never sit down while teaching.
- Make sure you are prepared for every lesson.
- Ensure you are always giving corrections in a positive way.
- Don't play games every lesson.
- Follow the Syllabus (for classes where Syllabus is required).
- Use age appropriate music at all times.
- Choreography should be appropriate for both the age AND ability of students in your classes. "Simple but effective" is a good motto to remember!

Communication Expectations

- SLACK should be used for all Staff communication.
- In the event of urgent communication send a text to 0403 868 474. This number is for emergencies only.
- Check Slack prior to every shift.
- Respond to all Slack messages in a timely manner.
- Acknowledge ALL Slack posts (even if they are just notices and reminders) with either a reply or emoji to indicate you have read the post.
- Submit all costume and music ideas in on time.
- Arrange your own Cover Teacher if you are going to be absent. (Cover must be approved by the Director)
- Give as much notice as possible for absence due to holidays etc
- All Staff must use BAND for Class Engagement.
- Advise when equipment is broken / in need of repair.
- Advise if achievement card stocks need replenishing.
- Advise in the #absences channel when students have prolonged unexplained absence from classes.
- Complete Incident Reporting Form in the Staff Hub for any incident that occurs during classes.
- Provide feedback to the Office via the #trials channel after every trial.

Media Expectations

- One BAND post per class every week.
- Two stories on Footloose Socials every day you teach. (Preference is one story per class)
- ALL BAND posts to be shared to "Staff Reels" BAND.