



AAJA NACHLE

AUCKLAND'S PREMIER BOLLYWOOD DANCE SCHOOL

Job Description: Bollywood or Indian Classical Fusion Dance Teacher

Position: Permanent Part time

Pay rate: \$20-\$30 – refer to 'Aaja Nachle Pay Scale'

Supervises:

N/A

Reports to:

Team Leader

General job description:

In preparation for the lesson

- You will be aided by your leader and will be given direction with regards to content to cover and any important messages to deliver in class every week before your sessions.
- Class content can be found by logging onto (www.AajaNachle.co.nz/members) and selecting the class you are covering
- You will need to set group transitions and positions with instruction from your leader
- Download all music (www.AajaNachle.co.nz/members) to your device for the lesson

At the lesson

- Use the 'Bollywood or Classical Fusion class checklist' to ensure the appropriate class structure is followed
- Arrive appropriately dressed in Aaja Nachle clothing. Make sure your clothing is clean and you have tidy hair.
- Preparation for the lesson includes arriving 15 minutes early to open hall and set up music and equipment.
- Keep accurate documentation during your lessons– marking attendance, new student details, costumes/uniforms given out, questions. This will be used to handover tasks to the leader after classes.
- Hand out any fee penalty notices, uniforms or costumes in the last 10 minutes of class
- No tolerance for bullying, food, gum, mobiles or loose hair amongst students.
- Students (except BollyFitness or casual students) must wear Aaja Nachle uniform to class
- Tell spectators (other than students) to please wait outside – strict 'closed door policy' applies
- Do not accept cash from students- all payments to be made online
- All new students get a free 'first trial' however MUST join in – not allowed to sit and watch.
 - o Give a company business card
 - o Take down their contact details
 - o Explain how our school works, where we are in the term and how to sign up – welcome them to our classes!
 - o Pass contact details onto your leader post class



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- Videography only by teachers – can be shared to your leader to post onto social media or the students class page
- All students <18 years must be picked up by their parents from inside the studio– no students are to leave alone. If parents are late, students can wait in the studio watching the next class until they arrive.
- Teachers must lock their studio appropriately and leave the studio in a clean, tidy state

After the lesson

- Phone or email your leader after your final class for the day to handover how the session went, attendance, new student details and any questions or complaints from students or parents

If sick or unwell

- If sick and cannot conduct a lesson, you must contact your leader at least 24 hours prior to the session to arrange appropriate cover

Additional duties – unpaid

- All teachers must be present for 5 dance shows and events over the year for 3-4 hours per event
 1. Silo Park
 2. Auckland Diwali
 3. Waitakere Diwali
 4. Farmers Santa Parade
 5. Prizegiving
- You will be expected to arrive beforehand and help organise costumes, makeup, registering music and co-ordinating children backstage for your branch
- You are required to perform and rehearse with the teachers group
- You may be asked to attend meetings in preparation for events or the term
- You are required to choreograph items and contribute to music production and shooting of videos as per instruction from your leader – this may be for your classes, teachers performances, lead dancers or the accelerated group

Additional duties – paid

In addition to teaching regular dance classes, our school runs a side business for private hire. This means we teach people to dance one on one, conduct workshops and performances. We have various packages that we offer and this ranges from teaching school kids, doing private lessons for couples, hens parties, birthdays etc or conducting performances at shows and events.

Every booking will have various dancers, teachers and managers required. Each of these roles carry a different responsibility and remuneration. If you pick up a private hire job, you are paid as per our private hire scale for the booking. The job description is as per our private hire checklists and briefing for the event.