



Position Description: Class Assistants

Prerequisites:

- There are no specific qualifications required to be a class assistant.
- VCCA offers two courses -Beginners and Advanced –early each year. These courses are not compulsory but extremely beneficial for all.

Although you will gain personally from being an assistant your main responsibility is to:

- a) Assist the coach
- b) Assist the pupils

The coach should benefit by knowing she has an assistant who:

- a) She can rely upon & trust at all times.
- b) Will always assist pupils by using the correct terminology.
- c) Will always demonstrate to the best of her ability & will use the correct techniques.
- d) Will be at competitions.

Appearance & behaviour of the class assistant:

- a) Be punctual & reliable – great to chat to coach before class so you know what's expected from you.
- b) Wear a leotard to every class.
- c) Demonstrate to the best of your ability.
- d) Be prepared to assist – don't sit or talk to another assistant (gossip) during class time.
- e) Never speak over the coach when she is talking.
- f) Be positive & encouraging to all pupils.
- g) What happens in the class room stays in the class room, no speaking about another pupil to any other pupil or parents.



Different ways of learning:

- a) Verbal communication
- b) Non-Verbal communication – body language, posture, facial expressions, gestures, eye contact
- c) Touch
- d) Voice expression – it's not what you say it's how you say it!

Communication in & out of class:

- a) Positive suggestions
- b) Welcome all pupils using their names
- c) Talk generally when possible – families, school, kinder etc.
- d) Use friendly gestures e.g. Smile, wink, thumbs up etc.
- e) Be free with praise
- f) Be careful not to step outside the role of an assistant

General duties:

- a) Direct any queries from parent to the supervising coach – don't be drawn in!!
- b) Report to the supervising coach any information you may hear pertaining to the class where you assist.
- c) Warming up – will be your job. Learn from coach & ask questions if need be. Never attempt advanced movements on your own.

Competitions:

- a) Be aware as assistants you are representing your college
- b) Arrive to competition on time
- c) Show respect to parents, coaches & competition officials
- d) Ask your coach what help is needed before you get to first competition, she may want you to:
 - Sit with girls and entertain them
 - Help dress them
 - Headgears on
 - Warm them up
 - Open curtains
 - Check what number is on stage



As coaches we rely on you to know what side of the stage the girls come on from, a note with names is the easiest way. This doesn't need to be done til closer to competition time.

If you have a problem, speak to your coach immediately.

Most importantly SMILE and have fun!!!!!!!

Document Approved By:	Name	Signature	Date
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