

# **IDTA Level 3 Diploma for Dance Teaching Assistants**

## **SAMPLE ONLY**

### **Safe Dance Practice workbook**

#### **Candidates Name**

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Guidance on completing the Safe Dance Practice workbook

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- Responsibilities as dance teaching assistant
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#### **Guidance on completing the workbook**

This workbook sets out all the information you need to complete for your workbook. You do not need to complete any additional information for the workbook. Any additional information will not be considered by the examiner.

The workbook is structured into three Sections. You will need to provide information in each section and answer the questions. Do not exceed the number of pages (4 in total), for the workbook. The workbook may be typed or handwritten. Please print the workbook on white A4 paper, double sided if possible or single sided and staple. The teaching observation logs should be limited to one side of A4 (or two if required). The logs should be printed on A4 white paper, as above and attached to the workbook. Please retain a copy of your workbook and observation logs.

Please bring this workbook and 4 teaching observation logs with you to the examiner. You will be asked to present these to the examiner at the start of the examination. You will be asked to leave the room while the examiner reads your workbook and observation logs.

Please look at the Candidate Handbook for the Level 3 Diploma in Dance Teaching Assistants for more information on completing the sections of the workbook including guidance on each of the sections in this workbook and teaching observation logs

## Section 1 - Understanding the importance of health and safety

### 1. Risk assessment

Give three examples of potential risks in a dance venue and how you can resolve the risks.

What is the risk?	How likely is it that the risk will occur?	How important is it to resolve this risk?	Who needs to take action to resolve the risk?
Wet floor in the dance studio means that students could slip.	Not very likely as the floor is checked before each class.	Very important as people might injure themselves.	The teacher would need to take action to resolve the risk either mopping up the floor or asking someone at the studio to do it.
Students wearing jewellery as they could get it caught in their or someone else's clothing.	Not very likely as we check students aren't wearing big earrings or necklaces.	Very important as if someone catches an earring in their clothing they may hurt their ear.	The teacher would need to make sure the students weren't wearing earrings.
Steps into and out of the dance studio which could be a hazard if someone doesn't see them.	The steps are not clearly marked so it is quite likely that someone could trip on them.	Very important as someone could get hurt if they don't see the steps are there.	The teacher needs to make sure that the steps are clearly marked – maybe with some coloured tape or stickers.

### 2. Responsibilities for younger students

List two areas for which dance teaching assistants are responsible when working with younger students

What is the area?	How do you ensure that students stay healthy and safe?
Making sure that the younger students are supervised before and after a class.	I stay with the students to make sure that they don't leave the class until their parents come to collect them.
Making sure that social media is used appropriately.	I don't have my phone with me while I am supervising students and I make sure that they are not in a position to have photographs taken or shared while I am supervising them.

## Exemplar 1 workbook and observation logs for website

### 3. Posture

Give two examples of postural issues in a genre you have chosen and describe how the issue could be corrected.

My genre is ballet.

What is the postural issue?	How can it be corrected?
Arching lower back.	Improving core stability by doing exercises designed to strengthen their core.
Slouching and not standing up tall and looking up.	Get the student to look forward by getting them to look at a spot on the wall which is above their eyeline.

## Section 2 - Understanding the importance of a healthy lifestyle

### 4. Nutrition and hydration

Give an example of good nutrition and an example of good hydration.

Example	Why is this important?
Making sure you eat plenty of fruit and vegetables.	This is important because you get a lot of vitamins and minerals from fruit and vegetables which are part of a balanced diet.
Drinking plenty of water.	Water is better for you than fizzy drinks or tea or coffee as it has no additives or sugar in it so you get hydrated without having too much sugar or caffeine.

### Section 3 – Understanding your responsibilities as a dance teaching assistant

5. List three responsibilities that you have as a dance teaching assistant

Area of responsibility	Why is this important?
Giving individual support to students in the class.	Sometimes a student may need a bit more support in the class if they are struggling with one of the exercises. Sometimes very young students can be anxious about being in class so it is important that someone is there to reassure them.
Supervising students before or after the class.	Particularly younger students will need to be supervised as the teacher has responsibility for them while they are in the class. The assistant makes sure that the students are safe and protected after their parents drop them off and before they come to collect them.
Responsibility for small groups within a dance class.	Sometimes teachers like to split up the class so that they can concentrate on exercises or movements. It's difficult for the teacher to get round and help all the groups sometimes so the assistant is there to help in case students need it.

6. List three areas of the IDTA code of conduct and explain why these are important.

Code of conduct area	Why is this important?
Not accepting a teaching post or undertaking work for which he or she is not competent or qualified.	You need to be qualified to teach the people you are teaching otherwise you are not giving them the service they are paying for. You could also potentially injure someone if you don't know how to teach the exercises properly.
Abiding by health and safety statutory legislation requirements.	This is important because if you do not know about health and safety you may injure someone by doing something wrong. You also have responsibility for your students whilst they are with you so you need to keep them safe and healthy.
Being aware of and abiding by current data protection legislation.	You might have personal details of young children and you shouldn't share this with other people as this is a breach of data protection. You should also make sure that you don't share information on social media which could be personal.

## Exemplar 1 workbook and observation logs for website

### IDTA Level 3 Diploma for Dance Teaching Assistants Teaching observation log 1

#### About you:

Name of candidate	Candidate's name
Date of observation/assisting	xx.xx.xxxx
Location (eg dance studio, venue)	xxxxxxx Theatre School
Name of teacher being observed/assisting	Teacher's name

#### About the students:

Number of students	13
Age range of students	4-6 years
Genre being taught	Ballet
Duration of class	30 minutes
Type (grade, leisure, medals etc)	Grade (Primary)

1. What were the objectives of the class?

The teacher is preparing the students for their Primary exam. This lesson was about going through the steps required for the exam.

2. What did the teacher do in the class session?

She used some props (fairy wings) which she said were a good way of engaging the younger students. She got the students to practice the steps for the exam.

3. Did you assist in the class? If so what did you do?

Yes I did the exercises alongside the children and assisted them if they struggled with the steps.

4. What did you learn about teaching during the class? How will you put what you have learned into practice?

I liked the use of props especially when teaching the younger children. The teacher also used different music to keep them engaged and interested.

5. Please summarise your discussion with the teacher and any feedback.

We talked about how the class went and how I can help in future sessions with small groups of students.

Candidate signature	Candidate's name
Date	xx.xx.xxxx
Teacher signature	Teacher's name
Date	xx.xx.xxxx

## Exemplar 1 workbook and observation logs for website

### IDTA Level 3 Diploma for Dance Teaching Assistants Teaching observation log 2

#### About you:

Name of candidate	Candidate's name
Date of observation/assisting	YY.YY.YYYY
Location (eg dance studio, venue)	xxxxxxx Theatre School
Name of teacher being observed/assisting	Teacher's name

#### About the students:

Number of students	15
Age range of students	6-11 years
Genre being taught	Tap
Duration of class	30 minutes
Type (grade, leisure, medals etc)	Beginners (not working towards an exam).

1. What were the objectives of the class?

This is the beginners tap class who are learning a show dance.

2. What did the teacher do in the class session?

A lot of the class was about repetition of the choreography for the show dance so that the students remembered it.

3. Did you assist in the class? If so what did you do?

I was just observing today.

4. What did you learn about teaching during the class? How will you put what you have learned into practice?

Repeating the steps can get boring so the teacher made sure that there was interesting music and the students used props which made the class more fun.

5. Please summarise your discussion with the teacher and any feedback.

We talked about things you can use to make classes which are about repeating steps more interesting.

Candidate signature	Candidate's name
Date	YY.YY.YYYY
Teacher signature	Teacher's name
Date	YY.YY.YYYY

## Exemplar 1 workbook and observation logs for website

### IDTA Level 3 Diploma for Dance Teaching Assistants Teaching observation log 3

#### About you:

Name of candidate	Candidate's name
Date of observation/assisting	ZZ.ZZ.ZZZZ
Location (eg dance studio, venue)	xxxxxxx Theatre School
Name of teacher being observed/assisting	Teacher's name

#### About the students:

Number of students	5
Age range of students	12-16 years
Genre being taught	Ballet
Duration of class	30 minutes
Type (grade, leisure, medals etc)	Grade 5 (2 students) Intermediate (3 students)

1. What were the objectives of the class?

This is a mixed class as the teacher was doing some specific work on developing foot strength.

2. What did the teacher do in the class session?

The teacher focussed on developing foot strength for pointe work. She demonstrated what she was looking for and showed students the muscles in the feet.

3. Did you assist in the class? If so what did you do?

I was just observing today.

4. What did you learn about teaching during the class? How will you put what you have learned into practice?

Sometimes it is important for higher level students to focus on specific areas and exercises to develop strength.

5. Please summarise your discussion with the teacher and any feedback.

We talked about how this class was very different to some of the others I have been observing and how at higher levels you are focussing sometimes on very specific things.

Candidate signature	Candidate's name
Date	ZZ.ZZ.ZZZZ
Teacher signature	Teacher's name
Date	ZZ.ZZ.ZZZZ

## Exemplar 1 workbook and observation logs for website

### IDTA Level 3 Diploma for Dance Teaching Assistants Teaching observation log 4

#### About you:

Name of candidate	Candidate's name
Date of observation/assisting	aa.aa.aaaa
Location (eg dance studio, venue)	xxxxxxx Theatre School
Name of teacher being observed/assisting	Teacher's name

#### About the students:

Number of students	15
Age range of students	6-11 years
Genre being taught	Tap
Duration of class	30 minutes
Type (grade, leisure, medals etc)	Grade 1

1. What were the objectives of the class?

The students are learning the exercises for their Grade 1 exam.

2. What did the teacher do in the class session?

The teacher used props in this lesson to make it a bit more fun. She went through training exercises and got the students to practice different footwork to different rhythms.

3. Did you assist in the class? If so what did you do?

One student was not feeling well so I sat with her for a bit while the others got on with the class.

4. What did you learn about teaching during the class? How will you put what you have learned into practice?

Sometimes it is a good idea to introduce things like props and different music to make the class more engaging for the students.

5. Please summarise your discussion with the teacher and any feedback.

We talked about the class and how it went and how the teacher used the props and music.

Candidate signature	Candidate's name
Date	aa.aa.aaaa
Teacher signature	Teacher's name
Date	aa.aa.aaaa