



Rhythm Time Class Leader

Job Description & Responsibilities

To become a qualified Class Leader, a trainee will complete a series of courses. It is anticipated that a trainee Class Leader will require at least three academic terms of training to reach the excellent standard required by the Employer or in the case of a Franchisee, Rhythm Time Limited.

The Class leader will teach each class according to the lesson plan and training videos set by the Employer. A complete term's course is provided to the class leader before the beginning of each term. Supervision of classes will be the responsibility of the Class Leader.

It is the responsibility of the Rhythm Time Class Leader to:

- Have each lesson well prepared according to the lesson plan.
- Have read the Rhythm Time policies provided by your employer.
- To undertake an enhanced DBS check and a safeguarding course.
- Ensure all necessary equipment and teaching aids are clean, in good condition and brought to each class.
- Arrive half an hour before the classes begin, to set up the equipment, including the admin table.
- Keep their appearance clean and tidy and wear the Rhythm Time uniform at all classes.
- Start and end the class promptly and on time.
- Lead the class according to the lesson plan, which should not be altered (this ensures consistency of teaching and standards).
- Put away all equipment after the class and leave the venue in the condition in which it was found.
- Store all equipment indoors in a safe and dry environment.
- Complete all administrative tasks accurately and promptly.
- Notify the Employer after each session of any payments or non-payments, changes to class registers, attendance of visitors and product orders from parents.
- Return any monies to the Employer at least once each week of term time.
- Complete any other tasks which the Employer deems reasonable for the benefits of the clients.
- Promote Rhythm Time in a positive manner.
- Cover for other Class Leaders wherever necessary at the relevant rate of pay.
- Attend at least one training session per term as determined by the Employer.