

Wellington Summer School 2024/25

Go-fer Responsibilities

What is the purpose of the Go-fer?

In general, the go-fer frees up the tutor so that they can focus on the class.

Class runs from 9 till 12, with the Go-fer needing to be at class by 8.30am.

The Go-fer:

- sets up the facility, looks after facility-related things, including opening and closing each day
- welcomes dancers and checks the roll,
- helps the tutor if asked, e.g. by demonstrating or making up a couple, and closes up – and might need to ‘go for things’.
- They need to be proactive about solving any problems to keep the class running smoothly. If things need to be escalated during class time, please contact:

Peter Beaumont? -

Otherwise report issue to the School Office at the end of class.

What should the Go-fer take to the class?

The following should be collected from the School Office each morning

- Info pack for class
 - Class list
 - Names of tutors and musicians for full period of school
 - Contact person for issues
 - Health and Safety for that venue
- The hall key
- Morning tea supplies from School office each morning (inc getting extra t-bags milk etc as required).
- First aid kit
- Slip stop
- Hand sanitiser
- Your own dancing shoes

Transport for teachers and musicians

If the teachers and/or musicians for the class are resident at Scots College arrange to meet them somewhere at Scots in order to give them a ride to/from class.

At the Hall

- Open/close each day unless it has been agreed that the transport for the teacher will do this (as they are likely to be first there and last out).
- Ensure the hall is set up as the teacher requires
- Set up the slip stop and sweep up surplus slip stop after class
- Check the zip is on for morning tea and put out the food (people are expected to make their own drinks and bring and wash their own cups etc).
- Consider heating/cooling the room. If you put this on, monitor during the class and adjust as required. TURN OFF at the end of class.
- Check bathroom supplies & collect extras from school office as required. If the facilities need cleaning, please let the School Office know at the end of class.

First morning (and 2 Jan as appropriate, where there are new class members or new teacher / musician)

- Introduce yourself, and your role. You are the person to go to with issue relating to the venue, morning tea and other supplies required for the class
- Health and Safety briefing for class on the first day
- Attendance on the 1st day – make sure everyone there is in the right class – i.e. on the list. – report any issues.
- Introduce the teachers and musicians on the first day

Health and Safety

- Be responsible for the First Aid kit
- Know where the nearest defibrillator is
- Know who the First Aid person is for the class

During Class

- Facilitate any requirements of the tutor and musicians
- Dance if required to make up numbers in the class - registered attendees are expected to dance for the full class unless injured, so please only make up numbers in the class if requested to do so by the tutor.

Last day

- Make sure chairs are put away and the hall is left tidy on the last day
- School staff will come through to collect rubbish and clean.
- Encourage someone to thank the teacher and musician at end of the time they are with the class, i.e after day 3 and/or day 6 depending if they are swapping teacher.

- Ensure some-one from the class is organising a gift for the teacher. (Convention is for the class members to contribute to a gift for the teacher (& musicians) who takes the class on the last day of the school, even if it this has not been the same person through the whole school.)