

# JT HANDBOOK

Character Project  
- Pform.nz





# THE CHARACTER PROJECT

Junior Leaders can be selected to progress into the next level of training after close consideration by our senior staff and HQ team, They are given greater responsibility in regard to teaching, choreography and directing in class. they must display extraordinary levels of initiative, dedication, positivity, professionalism and loyalty before being considered. Their behaviour and progress will be regularly reviewed.

*Tracey Stretton*

*C.E.O & Creative Director*



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# HELLO!

- *You have been chosen to participate in our Character Project for 2023.*
- *We have recruited you for a reason, you have, at some point, shown outstanding initiative and promise within Pform.nz, and we want to recognise and reward you.*
- *This handbook will tell you everything you need to know and all the responsibilities of this title.*
- *Good luck! We appreciate you.*

# WELCOME





# WHY IS THIS PROGRAMME BENEFICIAL?

*This programme is not for everyone - we understand that.  
To be a JT, you must have a passion for leadership and teaching.  
As a Junior Tutor, you are recognised in many ways for your talents.*

- This programme will help you grow as an educator, help you build confidence in a new environment and is a remarkable addition to your future C.V.
- You can request a reference from an HQ member in the event that you put this title on your C.V.
- This programme can set the right person up for a future position as a Pform.nz Tutor, should you show promise and dedication as a JT. In this scenario, you will have an easier pathway than our external recruitments as we will know you personally, and this training programme has replaced a practical interview.
- Being a Junior Leader and a Junior Tutor within Pform.nz means taking responsibility for guiding and mentoring younger students during a class alongside their Tutor. This will develop valuable leadership skills in a class setting and is incredibly important in life.



# WHAT KEY SKILLS WILL I GAIN?

- **Collaboration:** Any of our performing arts classes will likely involve group projects and performances. In your role, you will gain experience in aiding our performers to work effectively with each other. You'll learn how to negotiate, encourage compromise, and manage potential conflicts effectively and fairly.
- **Communication skills:** The performing arts are all about communication. In your role, you'll learn how to communicate effectively with performers, peers, tutors, and other adults. You will learn to listen actively, give and receive feedback, and be encouraged to articulate your ideas and opinions clearly.
- **Creativity and innovation:** At Pform, we hope to encourage and inspire creativity and innovation. In your role, you will have the opportunity to develop your own artistic talents while encouraging performers to explore new ways of expressing themselves.
- **Time management and organisation:** You will learn how to manage your time effectively, arriving before class every week consistently while keeping track of the tasks and responsibilities your tutor provides you with.
- **Adaptability and resilience:** Working with young performers can be unpredictable and challenging. In your role, you will develop your ability to adapt and build resilience in the face of unexpected situations. You will learn how to be flexible, stay motivated, and persevere through challenging situations



# ROLES & RESPONSIBILITIES

As a Junior Tutor, there are more areas of responsibility than as a Junior Leader.

- You must prioritise your classes.
- You can take activities independently.
- You must present yourself professionally, be well groomed, and wear your Pform.nz uniform.
- We expect clear communication from you. As you are older, more mature, and part of an advanced facet of Pform.nz, we expect you to conduct yourself in a professional manner.
- It is required that all JTs are enrolled in the Confidence Project programme. This is to ensure all of our Junior Tutors are constantly upskilling and have the capabilities to teach dance, singing, and acting to younger students.





## SUCCESS STORIES

Tutors who have completed the character project:

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Charlie Jones

Kody Morrell

Amy Jordan

Jess Russell

Gabbi Deed

Emily Rowe

Pearl Stretton

Chelsie Brown

# CHARLIE JONES

## Character Project Testimony

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"I think the character project really helped me get more comfortable with not being afraid to be a leader. It helped me become more mature and organised with my school work too. Being able to plan a lesson and teach a class takes a lot of courage and confidence but I wouldn't have gotten that without going through the character project. It also helped me see my strengths in teaching and also work on my weaknesses in class and also outside."

# GABBI DEED

## Character Project Testimony

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"I have found progressing through the character project enormously beneficial for developing the foundational skills to be a tutor. The character project has provided me with core knowledge specific to the company, and I have carried this knowledge throughout my time on the Pform team! The programme is well thought out and has contributed to me significantly in terms of valuable knowledge."

# KODY MORRELL

## Character Project Testimony

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"The character project paved the way for me to become the adult and educator I am today. Throughout my years as a junior leader, I went from being painfully shy to a confident, passionate, and skilled leader, educator, and mentor. I will forever be grateful for the opportunity to be a junior leader; the doors it not only opened but gave me the confidence and motivation to walk through."

# AMY JORDAN

## Character Project Testimony

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"The character project helped me gain a further understanding to how to plan and curate a curriculum for students and gain more self confidence in being a supportive and effective educator"



Notes:



We can't wait to see you in  
action!

Good luck xx

