



## ADC TEACHER AGREEMENT

**TEACHER TERMS** These terms constitute a contract of services between ‘The teacher’ and Action Dance Collective (referred to as ‘ADC’). Engagement is as a self-employed teacher. The teacher is covered by their own public liability insurance, required to obtain a DBS and be responsible for their own tax and NI deductions.

**ENGAGEMENT(S)** The teacher must plan and deliver lessons to a high standard, in line with the students goals and requirements, ensuring to take all reasonable steps to ensure the safety of the student. The teacher is to be engaged in the following : - dance lessons in accordance with agreed timetable

**ABSENCE** In the case of teacher absence, reasonable notice must be given, ADC must be informed and joint efforts must be made to cover or make up the lesson. The teacher will not be paid for lessons which were cancelled or covered. In the case of student absence, if less than 24 hours notice is given, the teacher will still be paid, if more than 24 hours notice is given ADC will make reasonable effort to reschedule the lesson.

**CONFIDENTIALITY** The teacher must not share any information relating to students or ADC with any 3rd party. The teacher must not discuss payment with students/clients.

**RESTRICTIONS** The teacher may not at any time either during or after their engagements offer or engage in services with any student or client of ADC, directly or indirectly.

**FEES** Fees are £30 per hour of teaching unless otherwise specified in writing. No further expenses are covered unless otherwise specified in writing. The teacher will be paid the fees owed for hours worked regardless of whether ADC has received payment from the client. The teacher is not entitled to receive payment from ADC for any time not spent teaching, unless in the case of student absence with less than 24 hours notice. Payment will be made monthly upon receipt of a monthly invoice, and is guaranteed by 10th of the following month

**TERMINATION** ADC reserves the right to terminate an engagement at any time. The teacher may terminate an engagement by giving no less than 2 weeks notice.