

Instructor Contract

Instructor Name: _____

Studio: _____

Start Date of Contract: _____

Instructor Qualifications: _____

Instructor Contract Terms and Conditions

By signing this contract, the instructor agrees to the following terms and conditions:

1. General

1.1 The Instructor is:

1.2 The Studio ("Studio") is: _____ located at _____.

1.3 The Studio Representative is:

This agreement ("Agreement") is made on the date of _____. By signing these conditions, the Instructor agrees to the following:

2. Housekeeping

1.1 The Instructor shall ensure sessions start and finish promptly and cause no inconvenience to other instructors, staff or users of the Studio.

2.1 The Instructor shall keep the Studio clean and tidy and to ensure it is left in an acceptable state following any use.

2.2 The Instructor shall not make any alternations to the Studio. This includes changes to rigging, settings, equipment locations and purpose, unless pre-authorized by the Studio Representative and supervised by a suitably qualified and experienced person.

2.3 The Instructor shall ensure that they have undertaken training with the Studio Representative on basic housekeeping, rigging safety and security prior to commencing any classes.

2.4 The Instructor shall ensure that at all times during their classes a suitably qualified and experienced person is within the Studio, and shall not leave any students, staff or other associates of the Instructor unattended

3. Classes and instruction

3.1 The Instructor is not an employee of the Studio or the Studio Representative, and nothing in this Agreement shall be understood or construed to make any such relationship between the parties.

3.2 The Instructor agrees to teach the classes agreed with the Studio Representative.

3.3 The Instructor agrees to not use the Studio for any activities not covered by the Instructors insurance policy and not pre-authorized by the Studio Representative.

3.4 Should the Instructor be unable to teach one of their scheduled classes for any reason, they are responsible for finding appropriate cover. The Instructor is responsible for ensuring that the covering instructor is fully qualified and insured for the class in question, and abides by these conditions herein. The Instructor should advise the Studio Representative of their absence, and the name of the person covering as soon as possible.

3.5 Instructors will abide by all Studio procedures as outlined by the Studio Representative.

- 3.6 Instructors will attend all training sessions or meetings organised by the Studio Representative within reason.
- 3.7 Instructors are responsible for keeping their qualifications and CPD up to date.
- 3.8 Instructors take full responsibility for the content of their classes and are responsible for ensuring each class is safe and effective for all students attending.
- 3.9 Instructors are representatives of the Studio brand, and agree to at all times act with the utmost professionalism, and treat other instructors, students and external personnel with respect and courtesy.
- 3.10 The Instructor agrees that at all times when covered under this agreement they shall not engage in any activity, whether physical, written or verbal which may cause detriment to the reputation of the Studio, the Studio representative, the Studio brand and/or its staff and associates. The Instructor shall be responsible for ensuring all parties under their responsibility shall adhere to this, and shall report any instance or occurrence to the Studio Representative immediately.
- 3.11 The Instructor shall at all times when covered under this agreement behave in a professional and safe manner as expected of similar professionals within the industry.
- 3.12 Instructors must ensure that they are fit and free of injury prior to teaching any classes. This includes the ability to safely demonstrate and spot all moves taught during the session. If the Instructor is not able to do this due to injury or any other reason, they must notify the Studio Representative immediately.

4. Equipment

- 4.1 Any equipment used must be put away in its correct place after use.
- 4.2 Instructors take full responsibility to repair or replace any equipment that is broken or damaged during their classes.
- 4.3 Instructors agree to report any damage to the Studio or related equipment to the Studio Representative by phone or email as soon as possible.

5. Insurance and Health and Safety Requirements

- 5.1 The Instructor must hold adequate insurance cover for all activities taught whilst under this Agreement. On return of this Agreement the Instructor must provide a copy of this insurance to be held by the Studio Representative.
- 5.2 Insurance cover must be through a reputable insurer, cover must be kept up to date and maintained for the duration of this Agreement. The Instructor must comply with the terms and conditions of the insurance policy at all times.
- 5.3 The Instructor must hold a relevant First Aid qualification. On return of this agreement they must provide a copy of this Certificate to be held at the Studio.
- 5.4 The Instructor will abide by all Health and Safety procedures in place at the Studio.

6. Invoicing and Payment

- 6.1 The Instructor shall be paid no later than 30 days after the provision to the Studio Representative of a valid invoice unless alternative arrangements have been made.
- 6.2 The Studio Representative makes no guarantee, warranty or representation to the Instructor as to the number of sessions to be worked by the Instructor in any given time period.
- 6.3 The Instructor is not an employee of the Studio or the Studio Representative and is therefore responsible for arrangements concerning tax and/ or any other such provisions required to be paid by a sub-contractor or self-employed person.
- 6.4 Remuneration for instruction at the Studio is as follows:
 - 6.4.1 - Standard Group class - £XX per class
- 6.5 Instructors must pay for Studio hire at the following rates:
 - 6.5.1- Private lesson - £XX per hour

These charges are valid until 1st April 20XX, and shall be revisited on an annual basis.

7. Training and Class attendance

- 7.1 All Instructors are expected to attend regular classes and undertake continuous personal development ("CPD") to develop and maintain an appropriate skill level for the classes they teach.

7.2 For payment to the Studio Representative of £XX per term, the Instructor may attend unlimited classes and open training sessions at the Studio. This excludes Workshops, Guest Instructors, or by any other prior arrangement, whereby this shall be discussed and agreed in advance.

8. Instruction outside of the Studio

8.1 Nothing in this agreement shall prevent Instructors teaching for any other businesses during the period of this Agreement subject to the below conditions:

8.1.1 Instructors shall be prohibited from teaching anything learnt by attending Studio Instructor Training sessions unless authorised in advance by the Studio Representative.

8.1.2 Any external teaching contracts or agreements either existing or future should be made aware to the Studio Representative as soon as possible.

8.1.3 If the Instructor chooses to leave the Studio to teach for another school or as an individual, the costs of insurance covered through the Studio must be repaid, at the discretion of the Studio Representative.

8.1.4 Instructors shall not disclose any confidential information related to the Studio (including but not limited to student information, lesson plans, choreography) both whilst covered by and following termination of this Agreement.

8.1.5 The Instructor agrees that unless otherwise approved by the Studio Representative, whilst under this Agreement and for a period of 12 months after termination or expiration thereof, the Instructor shall not teach for any other business or company within a 30 mile radius of the Studio.

9. Liability

9.1 The Studio Representative and the Studio accept no liability for any loss or damage to the Instructors property whilst using the Studio.

9.2 The Studio Representative and the Studio accepts no liability for any injury, accident or illness suffered by the Instructor, or any of the Instructors students, associates, or members whilst using the Studio.

10. Termination and Expiry

10.1 This Agreement can be terminated by either party at any time by giving sixty (60) days advance notice.

10.2 Violation of any of these terms will result in immediate termination of the agreement by the Studio Representative.

10.3 Upon termination, the Instructor shall arrange for return of all keys and other property of the Studio to be returned to the Studio Representative as soon as possible.

Instructor Contract

Please sign to confirm you have read and agree to abide by the terms and conditions contained herein.

Signed: _____ Date: _____

Administrative Use Only

Copy of insurance received? (Y/N & initial): _____

Copy of first aid certificate received? (Y/N & initial): _____