



Freelance Teacher Contract – Theatre Life Academy

This is a contract between Theatre Life Academy and

1. Tax

- a) I can confirm that I am aware that I am a freelance teacher for Theatre Life Academy (TLA) and it is my responsibility to register as self-employed.
- b) I understand that it is my responsibility to register and complete a self-assessment and pay my own tax.

2. Data Protection and Privacy Laws

- a) I understand that as a freelance teacher, it is my responsibility to follow the GDPR regulations and all personal information of TLA staff and students is strictly confidential and must not be shared with anyone without prior permission from TLA.
- b) I agree that TLA can hold relevant personal data on file, including but not limited to my email, address, phone numbers, medical notes, DBS Check, gender and date of birth.
- c) I agree that by being part of the TLA teaching team, I may at times be copied into emails or other forms of contact such as WhatsApp, text messages or Facebook messenger, for work purposes, and that other members of the TLA Team will therefore have access to my email address or phone number.

3. Policies & DBS

- a) I can confirm that I have read and understood the Safeguarding and Behaviour Policy put in place by TLA and I agree to follow the procedures put in place.
- b) I agree to keep my DBS check up to date and ensure a copy is given to the Principals of Theatre Life Academy, Danielle Zurawel (North Finchley & Whetstone Branch) or Amanda Abrahams (Isle of Dogs & Whetstone Branch).

4. Remuneration

- a) I agree to invoice Theatre Life Academy monthly for teaching hours worked at the agreed rate of pay. I will send an invoice to Theatre Life Academy at the end of the month.
- b) On days such as LAMDA Exams & Shows, I understand that I will receive a day fee rather than an hourly rate. This will be agreed in writing before the event takes place.

5. Absences

- a) I agree that as a freelance teacher or teaching assistant, I will fulfil all roles within the job description and it is my responsibility to notify Danielle Zurawel, Amanda Abrahams or Vice Principal Stacey Black as soon as possible if I cannot attend a class. I agree to do

my best to find a cover teacher and to forward their DBS to Danielle Zurawel or Amanda Abrahams.

- b) I fully understand that as a self-employed person, I am not entitled to any holiday or sick pay.

6. Notice to terminate contract

- a) I agree to give a minimum of 4 weeks' notice to allow enough time for TLA to find a replacement.
- b) TLA agrees to give a minimum of 2 weeks' notice for the termination of this contract unless there is a safeguarding issue then this contract will be terminated immediately.

7. Code of Conduct

- a) I can confirm that I have read the policies and understand what is expected of me as a freelance teacher of the Theatre Life Academy.
- b) I agree to abide by the code of conduct at all times
- c) Failure to follow the policies could result in immediate termination of this contract.
- d) I must not take phone numbers or email address of parents and / or students, With regards to parents this breaches trust and would be a conflict of interest. With regards to pupils, this would be a serious safeguarding matter and further steps will need to be taken to safeguard students.
- e) I must not give my phone number, email address or private social media accounts to parents or students.
- f) All communication regarding information to be given to parents or students must be shared with or emailed to the Principals of each branch and information sharing will be conducted by email through theatrelifeacademy@gmail.com
- g) I must not offer clients of TLA any private work unless this has been agreed in writing by Danielle Zurawel or Amanda Abrahams.

- 8. **Liability Waiver** – I understand and acknowledge the risks involved with teaching and/or assisting with musical theatre and dance activities. I am responsible for having my own insurance to cover myself for any injuries resulting from the classes I teach in. I accept personal responsibility for any injuries I occur from teaching. I can confirm that I am medically fit to teach and/or assist in all Musical Theatre classes.

This is a three year rolling freelance contract which will be reviewed each year This contract stands for three years (1st January 2025 – 1st January 2028).

I have read and understood this contract and agree to adhere to the statements within it.

Signed

Print

Date

Document due for review 1st January 2028

Our policies can be found here: <https://theatrelifeacademy.co.uk/policies>

Our policies are separate documents which can be accessed on the Theatre Life Academy website, policies not on the website will be emailed to you separately.

