CENTRAL COAST POTTERS' SOCIETY INCORPORATED ABN - 48 785 509 432

Location
10a Russell Drysdale Street
East Gosford NSW 2250

+61 2 4324 5343
www.ccpotters.org
info@ccpotters.org

Postal address
P O Box 4043
East Gosford NSW 2250

APPLICATION TO TEACH 2016

GENERAL INFORMATION

Intending teachers of pottery at the Central Coast Potters Society (CCPS) must apply in writing to the Executive Committee for approval, detailing the style of the class and the skills that will be taught. All teaching positions become vacant at the end of Term 4 each year. Applications to teach classes, workshops, demonstrations, master classes or other options must be submitted to the Class Coordinator by a date to be advised.

A teacher does not have to be a member of CCPS to apply to teach pottery.

Once an application to teach has been approved for teaching by the CCPS Committee, a new teacher will be required to become a social member of CCPS, and Workshop membership would be desirable. A new teacher will be asked to do a demonstration for CCPS members as part of the approval process, prior to classes commencing. CCPS does not employ teachers, or pay their insurance.

Membership and familiarity with the CCPS workshop is an advantage.

Please complete and submit the application on page 4, including the following additional documents:

- a brief CV - maximum two (2) pages;
- an outline of your proposed teaching programme - maximum one (1) page.

You may hand deliver, email or post your application - contact details can be found at the top of th is form. Further details contact the Class Convenor (Convenor) - classes@ccpotters.org

STUDENT ENROLMENTS, FEES & ADVERTISING CLASSES

It is not a requirement that teachers recruit students for a class. The Class Convener fields all class enquiries, fills classes accordingly, and collates and retains up-to-date student information.

Class fees and term dates are set by the Executive. In collaboration with the class teachers, the Executive sets class days and times, class numbers and hours of tuition. The Executive reviews the class fees periodically for adult and children's classes.

CCPS class terms run for six (6) weeks within NSW public school terms (see below for 2017 term dates). If you have a proposal falling outside these times please feel free to submit your ideas for consideration. Minimum class size is 4 students and maximum size is 10 students.

The Convenor manages all payments. Students have a place in a class only when the enrolment form is completed and fees are paid. The Treasurer receipts all payments, and makes available for the class teacher to hand to students. If another payment method is organised for a student, the Class Convener will inform the class teacher.

A list of all class students with contact details will be given to the class teacher by the Convener before the term commences.

When a class attracts less than 4 students, the class is cancelled. The Convener notifies the class teacher and students, and contacts the Treasurer to refund any fees paid.

Each term, class information is placed in the monthly CCPS newsletter, posted on the CCPS website and advertised at Keane Ceramics, as well as the CCPS front door and in the CCPS workshop.

A teacher can make arrangements to independently advertise a class. (If the teacher deems this cost the responsibility of CCPS, an application outlining the cost and requesting payment must be made in writing to the Executive prior to any advertisement being placed.)

INSURANCE & WORKING WITH CHILDREN CHECK

Teachers must be insured and those teaching children must provide a Working with Children Check.

When a teacher's application is approved, evidence of current insurance must be provided and sighted by the Class Convener or an Executive member.

A children's class teacher must furnish evidence to the Class Convener of a Working with Children Check (WWCC). High School students over the age of 15 years may attend an adult pottery class if a written approval has been received from their parent.

PAYMENT

Students pay for classes by direct deposit to CCPS.

CCPS does not employ teachers, or pay their insurance.
Teachers are paid at the completion of the term by presenting an invoice to the CCPS Treasurer.

A teacher may request a part-class payment after one month of the teaching term has elapsed.

Adult classes - 25% of the class fee goes to CCPS.

Children's classes - 50% of the class fee goes to CCPS.

ORIENTATION & WORKPLACE HEALTH & SAFETY

All new teachers participate in an orientation organised by the Convener and a current teacher familiar with classes in the workshop. A 'class buddy' can be organised to attend classes with a new teacher until he/she is confident with workshop use.

Students and teachers are to wear closed-in shoes and appropriate safety equipment according to the work being carried out. Further WHS information will be provided at orientation.

During the first class of term, students will undertake a workshop safety orientation run by the teacher.

KEYS

Returnable Workshop and clay cupboard keys will be provided to each teacher by the Membership Secretary for the duration of the class term (if the teacher is not already a workshop key holder).

CLAY

Clay for classes is kept in a locked cupboard within the workshop.

Clay orders are placed by CCPS throughout the year. Each term teachers will be asked to place an order corresponding to the clay used in each class, to ensure a supply for the following term. Extra clay can be sold to class members only at the current sale price and will attract an extra $30 kiln firing fee. Half bags may only be left in the clay cupboard if they are sealed and placed in another plastic bag to avoid drying.

Class work is to be placed in the designated areas - adult, children wet, bisqued, glazed and completed.

Red earthenware clays are used for children's classes, the ONLY earthenware clays allowed at CCPS.

GLAZING & FIRING

Glazes are made up for class use by the CCPS Glaze Group. Samples are displayed in the Glazing Area.
No other glazes may be applied to class work for firing at CCPS.

Kiln firing of class work is the responsibility of the class teacher. If a teacher is unable to fire any or part of her/his class' work, she/he may contact the Kiln Officer to arrange assistance. The teacher would then forfeit the class kiln firing payment, or part thereof (see below).

Each class held over the six (6) week term attracts a weekly payment to the teacher of $12.50, totalling $75.00. This payment compensates for extra time taken by the teacher to pack and unpack class kilns. The payment can be claimed on the term invoice or paid to the person firing the work.

ADULT CLASS SPECIFICS

Classes are held during the day and evening.

Classes run for two and a half (2½) hours. Running times can be altered by a teacher in consultation with the Convener and the Executive. An alteration to class running time would alter the class fee.

The 2017 fee for an adult ceramics class is $188.00. This fee includes $142 for tuition, $17 for a half bag of stoneware clay and $33 to fire work made from that clay. Additional clay and firings incur additional charges.

CHILDREN'S CLASS SPECIFICS

Classes for children involve home schooled and other school-aged children and are generally held in the afternoon according to availability of teacher and students.

Classes currently run for one and a half (1½) hours. The 2017 fee for a children's class is $120.00, inclusive of clay and firing.

IF ISSUES ARISE

A Class Sub-Committee meeting can be called by teachers by contacting the Class Convener. The meeting must be minuted and the minutes, with recommendations from that meeting, are to be presented by the Convener at the next Executive meeting.

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EXEC USE	APPROVED	✓ ✗	DATE	NOTIFIED	DATE	ACCEPTED	✓ ✗	DATE

Name _____ Phone _____

Address _____ Post Code _____

Email address _____

Are you a CCPS member? Yes ☐ No ☐ Do you have insurance? Yes ☐ No ☐

Do you have a Working with Children Check? Yes ☐ No ☐ WWCC # _____

EXEC. USE DOCS SIGHTED	
Insurance	
WWCC	

Please tick the appropriate boxes on the following tables.

TABLE 1 - WHICH TYPE OF CLASS & DAY & TIME OF DAY ARE YOU AVAILABLE?

TYPE OF CLASS	**Adult**			**Children**			**Workshops Demonstrations**			**Master Class**			**Other** (Specify)		
Time of day / **Day**	morning	a/noon	evening	morning	a/noon	evening	morning	a/noon	evening	morning	a/noon	evening	morning	a/noon	evening
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
Sunday															

TABLE 2 - WHAT IS YOUR AVAILABILITY?

AVAILABILITY / PREFERRED TEACHING DATES IN 2017

Please tick the terms you are available **OR** note the dates you are available.

	Term 1 2017 13th Feb- 20th March		**Term 2 2017** **27th** May-26th June		**Term 3 2017** 24th July- 25th Aug		**Term 4 2017** 16th Oct – 20th No	

Jan	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**

NOTE - If wishing to teach a workshop, demonstration, master class or other option please indicate your hourly or daily rate of pay. HOURLY RATE $ _____ DAILY RATE $ _____

Signature of applicant _____ Date _____