

# CENTRAL COAST POTTERS SOCIETY INCORPORATED

## Location

10A Russell Drysdale Street  
East Gosford NSW 2250

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

ABN - 48 785 509 432

Postal address  
P O Box 4043  
East Gosford NSW 2250

## APPLICATION TO TEACH 2018

### 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 completion of Term 4 each year.

Applications to teach classes must be submitted to the Class Convenor by a date as advised.

A teacher does not have to be a member of CCPS to apply to teach pottery, however membership and familiarity with the CCPS workshop would be an advantage. A new teacher could 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.

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 program – maximum one (1) page.

You may hand deliver, email or post your application. Contact details can be found at the top of this form. Further details contact the Class Convenor (Convenor) at [classes@ccpotters.org](mailto:classes@ccpotters.org)

### STUDENT ENROLMENTS, FEES & ADVERTISING CLASSES

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

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

CCPS class terms run for six (6) weeks within NSW public school terms (see below for 2018 term dates).

If you have a proposal falling outside these times please feel free to submit your ideas for consideration.

Minimum class size is four students and maximum size is 10 students.

The Convenor manages all enrolments. Students have a place in a class only when the enrolment is completed and fees are paid.

The Treasurer receipts all payments and makes receipts available for the class teacher to hand to students.

If an alternative payment method is organised for a student the Convenor will inform the class teacher.

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

When a class attracts less than four students the class will be cancelled a week before it is due to commence.

The Convenor notifies the class teacher and students and contacts the Treasurer to refund any fees paid.

Prior to each term class, information is placed in the monthly CCPS newsletter, posted on the CCPS website and advertised at Keane Ceramics, as well as on the CCPS Noticeboard outside the 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' (WWCC). When a teacher's application is approved, proof of current insurance must be sighted by the Convenor or an Executive member.

High School students over the age of 15 years may attend an adult pottery class if a written approval has been received from a parent.

### PAYMENT

Students pay for classes by direct deposit to CCPS or as per prior arrangement.

CCPS does not employ teachers or pay their insurance.

Teachers are paid at the completion of the term after presenting an invoice to the CCPS Treasurer.

A teacher may request a part-class payment when 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

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## **ORIENTATION & WORKPLACE HEALTH & SAFETY**

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

Students and teachers are to wear closed-in shoes and use 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 keyholder).

A \$25 key fee is payable by the teacher and refunded on return of the key.

## **CLAY**

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

Clay orders are placed by CCPS throughout the year. 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 kiln firing fee per half bag sold. Half bags may only be left in the clay cupboard if they are sealed and placed in another plastic bag to avoid clay drying out, marked with clay type.

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

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

## **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. Currently each class held over the six week term attracts an extra payment to the teacher of \$12.50 per week to compensate for extra time taken by the teacher to pack and unpack class kilns. 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. In this instance the teacher would then forfeit the class kiln firing payment, or part thereof. The payment can be claimed on the teacher's term invoice or by arrangement, be paid to the Kiln Officer.

## **ADULT CLASS SPECIFICS**

Classes are held during the day and evening.

Classes run for two and a half (2 ½) hours. Class times can be altered by a teacher in consultation with the Convenor and the Executive. An alteration to class running times would alter the class fee overall.

Class fees are inclusive of tuition, clay and firing. See Class Information on the CCPS website for current details. Additional clay and firings incur additional charges.

## **CHILDREN'S CLASS SPECIFICS**

Classes for children involve home schooled and school-aged children and are generally held in the afternoon.

Classes currently run for one and a half (1 ½) hours. Class fees are inclusive of tuition, clay and firing. See Class Information on the CCPS website for current details.

## **IF ISSUES ARISE**

It is expected that teachers will attend meetings when requested by the Class Convenor. A meeting can also be called by teachers by contacting the Class Convenor. All meetings must be minuted and the minutes, with the recommendations from that meeting, are to be presented by the Convenor at the next Executive meeting. If a problem arises within a class, the teacher must contact the Convenor to assist with resolution.

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## APPLICATION TO TEACH 2018

EXEC USE	APPROVED		NOTIFIED		ACCEPTED	
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Name: \_\_\_\_\_ Phone: (M) \_\_\_\_\_ (H) \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

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		
	morning	a/noon	evening	morning	a/noon	evening
Monday (N/A)						
Tuesday (evening only)						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**TABLE 2 – WHAT IS YOUR AVAILABILITY?**

### AVAILABILITY / PREFERRED TEACHING DATES IN 2018

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

	Term 1 2018 30 January – 13 April			Term 2 2018 1 May – 6 July			Term 3 2018 24 July – 28 Sept			Term 4 2018 15 Oct – 19 December		
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	