SAINT & SAVANT
CREATE

MACX
[MOVEMENT @ CX]

MACX ACADEMY DANCE INSTRUCTOR AGREEMENT

MACX ACADEMY IS A COMMUNITY DEVELOPMENT PROGRAMME FACILITATED UNDER THE SAINT SAVANT NPO. OUR PURPOSE EXTENDS BEYOND TEACHING DANCE—WE PROVIDE A SAFE, ENCOURAGING ENVIRONMENT WHERE CHILDREN DEVELOP CONFIDENCE, DISCIPLINE, TEAMWORK AND CHARACTER THROUGH MOVEMENT.

BY ACCEPTING A POSITION AS A MACX ACADEMY INSTRUCTOR, YOU AGREE TO UPHOLD THE VALUES, STANDARDS AND RESPONSIBILITIES OUTLINED BELOW.

1. Professional Conduct

- Conduct yourself professionally at all times.
- Treat every learner with dignity, patience and respect.
- Create a safe, positive and encouraging learning environment.
- Place the wellbeing of every child above personal interests.

2. Attendance & Cancellations

- Provide at least 48 hours' notice when cancelling or rescheduling any class, rehearsal, event or commitment.
- If less than 48 hours' notice is given, make every reasonable effort to arrange another approved MACX instructor to cover the class, preferably with at least 24 hours' notice.
- Emergency situations must be communicated to administration immediately.

3. Communication

- All scheduling, cancellations and class changes must be communicated through MACX Administration.
- Instructors may not independently rearrange classes with parents.
- Official communication with parents remains the responsibility of administration unless authorised.
- Casual and banal conversation as well as dance related matters are encouraged. We ask that you use your own discretion on when a topic borders problematic or when it comes to the planning and replanning of rosters that you refer to Class moms or admins.

4. Teamwork & Choreography

- MACX Academy functions as one united teaching team.
- Choreography and teaching methods are collaborative resources.
- Personal ownership or pride must never interfere with a learner's development.
- Constructive feedback from instructors, judges and specialists is welcomed.

5. Class Preparation

- Arrive at least 20 minutes before every class.
- Prepare the venue, equipment, music and lesson plan before learners arrive.
- Student attendance MUST be taken before every class

6. Approved Teaching Venues

- All classes must be conducted only at approved MACX venues.
- Private homes of students may not be used unless written approval is granted.

7. Professional Boundaries

- Personal matters or disputes must never be discussed with learners.
- Concerns regarding learners, parents or instructors must be reported to administration.
- If an instructor is booked for an event outside of the academy, this must be communicated to administration. The academy has no objections to private performances, but as a representative, by association with Macx, it is of utmost importance that we are aware of what our instructors are contracted to.
- Any client introduced to the instructors HAVE to request bookings of private events whilst consulting administration. Bookings are assessed and profits are allocated either to be shared within the organisation or to the instructors exclusively.
- Private jobs are encouraged - we promote the nurturing of our instructors' careers as much as we do the kids. We ask that you notify us of your bookings so that we can be assured of the upheld reputation of our organisation as well as the planning around our schedules, and in the event that our organisation provided the platform for the opportunity to be passed down to instructors, that we serve as an intermediary to make sure our instructors are paid industry-related rates and not undercut or exploited.

8. Child Protection

- Maintain a safe, respectful and encouraging environment.
- Never humiliate, intimidate or belittle a learner.
- Report welfare concerns to administration immediately.

9. Representation of MACX Academy

- Represent MACX professionally at all times.
- Support fellow instructors and contribute positively to the Academy culture.

10. Academy Property

- Music, choreography, teaching material and equipment belonging to MACX remain Academy property.

11. Performance Reviews & Discipline

- Three official written warnings may be issued for breaches of this agreement.
- If improvement is not demonstrated after the third warning, MACX may terminate the instructor's appointment.
- A professional handover to a replacement instructor will be expected where practical.
- Serious misconduct affecting child safety or the Academy's reputation may result in immediate termination.

12. Our Commitment

- MACX Academy is more than a dance school. We provide a safe space where children develop confidence, belonging and purpose. Every instructor is expected to protect and promote this mission.

Additional Expectations

- Maintain confidentiality regarding learners and families.
- Do not recruit MACX learners into competing programmes or private classes without written permission.
- Follow MACX social media and photo consent policies.
- Attend meetings and training where reasonably required.
- Be punctual, appropriately dressed and fit to teach (free from alcohol or drugs).

Declaration

I have read and understood this agreement and commit to upholding the values, expectations and professional standards of MACX Academy.

Instructor Name:

_____

Signature:

Date:

MACX Representative:

_____

Signature: _____

_____

Date: _____