



STRATFORD PRIMARY SCHOOL
Regan Street, Stratford 4332
P. 06 765 6938 E. principal@sps.kiwi.nz
www.sps.kiwi.nz



[Date]

Confidential

[Applicant name]

[Address 1]

[Address 2]

Dear [name]

Offer of employment: Part-time primary teacher fixed term position covering leave

The Board of Stratford Primary School is pleased to offer you appointment to the fixed term part-time 1.0 FTTE position of teacher at Stratford Primary School commencing on 27 January 2025 and ending on 12 December 2025.

Please note, this offer supersedes any previous negotiations, communications, and commitments whether written or oral.

If you accept this position, please note that it is for a fixed term.

The reason for your employment being for a fixed term and not permanent is that you will be covering for an existing staff member who has taken extended leave and is due to return on Monday 26 January 2026.

Position Details:

The terms and conditions of your employment are set out in the Primary Teachers' Collective Agreement ("the CA"). A job description for this role is attached. Your hours of work will be [insert hours/days of the week to be worked]. Any variation to this will be advised in accordance with the relevant provisions of the CA.

Your remuneration on appointment will be based on the provisions of the CA that apply to your position as assessed by the Salary Assessment Unit of the Ministry of Education.

Notice Period:

If you wish to end the fixed term at an earlier date, a minimum of two months' notice or, where less than two months remains, the balance of the fixed term is required. An earlier notice period can be mutually agreed in writing.

Terms and Conditions of Employment:

The work to be undertaken in this role is covered by the CA for the first 30 days of your employment. The CA covers the work that you will undertake and applies to employees who are or become members of NZEI Te Riu Roa.

A copy of the CA is available at

<https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/>.

If you are already a member of NZEI Te Riu Roa, the CA applies to you directly from the date of your appointment.

If you are not already a member of NZEI Te Riu Roa, you have the option of joining the union and being directly covered by the terms and conditions of the CA. If you wish to join the union, you should contact NZEI Te Riu Roa. Joining this or any other union is your choice. If you do choose to join the union, the CA will apply directly to you as long as you remain a union member.

After the 30-day period, if you have not joined NZEI Te Riu Roa, you will be on an individual employment agreement (“IEA”). The IEA will continue to reflect the terms and conditions of the CA. We will provide you with the IEA, along with information on dealing with employment relationship problems.

Practising Certificate:

The Board can only appoint a person to this role who has a current practising certificate or a Limited Authority to Teach (“LAT”) issued by the Teaching Council of Aotearoa New Zealand.

Continued employment is contingent on you maintaining a current practising certificate or LAT.

Child Protection and Safety:

The Education and Training Act 2020 and the Children’s Act 2014 apply to your position.

During your employment, you must immediately disclose to the school **any** charges that are laid against you and if you are convicted of **any** crime. If you are convicted of an offence with a possible jail sentence of three months or more, you must also self-report this conviction to the Teaching Council within a week of being convicted.

Code of Professional Responsibility from the NZ Teachers Council: [Click here](#) you will find a link to the code of professional responsibility, which outlines the minimum standards of conduct and behaviour expected of you as the Stratford Primary School Board’s employee. By signing this employment letter you acknowledge receipt of the code of professional responsibility.

Retirement Saving:

You will be automatically enrolled into KiwiSaver if you are between 18 - 64 years of age and employed for more than 28 days. If you are already in KiwiSaver your current options will continue. Further information, including options for opting out, is available on the following websites: www.ird.govt.nz/kiwisaver and www.edpay.govt.nz.

Confirmation

We encourage you to take the opportunity to seek independent advice on this offer of fixed term employment.

Please sign and return this offer of employment within five working days from the date of the offer.

We look forward to having you join our staff and if you have any queries, please do not hesitate to contact me.

Yours sincerely

Jason Elder
Principal
Stratford Primary School Board

Acceptance

I accept the above fixed term position of Teacher at Stratford Primary School on the basis of the offer made in this letter and I acknowledge receipt of the code of professional responsibility.

I confirm that I hold a current practising certificate (or LAT).

I am / am not a member of NZEI Te Riu Roa (*please circle as appropriate*).

I confirm I have had a reasonable opportunity to seek independent advice.

Name _____

Signature _____ **Date** _____