



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



[Date]

Confidential

[Employee]

[Address 1]

[Address 2]

Dear [Name],

Offer of Employment: Teacher – Permanent, full-time

The board of Stratford Primary School is pleased to offer you appointment to the permanent, full-time position of teacher at Stratford Primary School commencing on 27 January 2025. A job description is attached.

This offer supersedes any previous negotiations, communications and commitments whether written or oral.

Your hours of work will be as set out in the Primary Teachers' Collective Agreement ("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.

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 Rui 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 Rui Roa, the CA applies to you directly from the date of 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 issued by the Teaching Council of Aotearoa New Zealand.

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

Safety Checking

Please note that the Education and Training Act 2020 and the Children's Act 2014 require police vetting and safety checks to take place when an employee is being appointed to a position in a school and every third year after their appointment. Your continued employment is therefore subject to ongoing satisfactory safety checks and police vetting.

During your employment, you must also 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 permanent employment.

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

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

Yours sincerely,

Jason Elder
Principal

Acceptance

I accept the permanent 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.

I confirm I have had the opportunity to seek appropriate independent advice.

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

I would/would not (please circle as appropriate) like to receive information on the KiwiSaver Scheme.

Name _____

Signature _____ **Date** _____