



# Pukekohe North School

"Setting our akonga on the path of lifelong learning"



57 Princes Street, Pukekohe  
0800 785 366  
www.pukekohenorth.school.nz



## Staff Employment Contract 2023:

Staff Member:       XXX       Date:       XXX

MOE Number:   XX                               Registration:   XXX                               Expiry Date:  
XXX

Dear XXX

I am pleased to extend an offer of a **Fixed term Scale A Teacher** Position for 2023 employed by The Pukekohe North School Board. (The employer)

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

### Fixed Term Duration:

The position will commence officially on **Friday 24 March 2023**

This contract has a tenure of **20 School Weeks** and concludes on **Thursday 14 December 2023**

**The fixed term position is created by the Pukekohe North School Board due to a Staff Banking excess and the enrolment of large numbers of new entrant -year 1 aakonga in Term 1 2023.**

### The Position:

Specifically, the position involves providing teaching and learning assistance to a Year 0-1 Class, specifically in **Room 11** reporting directly to **Team Leader Nicky Twiss**

The expectations for this position are included in your 2023 Job Description included in the Enrolment Pack..

This position reflects and supports the Primary Teacher's Collective Agreement in all of its clauses and sub-clauses (currently under negotiation)

[Primary Teachers Collective Agreement](#)

If you are not a union member nor wish to join the union, the terms and conditions of this employment are those terms and conditions of the Collective with all of the modifications applied to an individual employment agreement for teachers. (Please use the link above)

This offer is made on the basis that you have a clean Police Vet.



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Continued employment is contingent on you maintaining a clean Police vet and that you adhere to all school policies and procedures as covered in your Staff Induction.

Upon accepting this offer of employment you are bound by those terms and conditions.

This contract includes the commitment of Pukekohe North School Board to provide Professional Development and support to the employee to meet the expectations of your job description, fulfilling our Strategic Plan 2023-2025 and School Procedures and Policies.

## Conditions of Employment:

Please read the terms and conditions of employment at Pukekohe North School and our Code of Conduct.

By signing this contract, you declare that you will abide by the expectations of an employee at Pukekohe North School.

Please include a verified copy of the photo page or your Passport and Driver's Licence.(or similar)

Please also view:

\*NOVOPAY (Novo1t, 7t & 29),

\*IRD Form (if on special tax code)

\*KiwiSaver forms (if applicable)

\*Confirmation of your bank account details. (Should any details need to be updated.)

## Retirement Saving:

A KiwiSaver form is included with this contract and you may wish to join the scheme.

For more information re Retirement Saving please go to [www.novopay.govt.nz](http://www.novopay.govt.nz)

## Confidentiality:

During the term of employment or at any time thereafter, the employee will maintain the confidentiality of the employer's business including student details, and all other information of a sensitive nature.

The employee will not make use of any information, processes, or documents to which the employee has access, during the period employed or any time thereafter, except with permission of the employer.

The employee will ensure that they do not talk publically in a negative or derogatory manner about the school.

## Privacy:



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Pukekohe North School undertakes to collect, use and disclose information only to meet the requirement of its purpose and functions under the Education Act 1989 and its obligations under other enactments and in accordance with the provisions of the Privacy Act 1993.

### Pukekohe North School Policies and Procedures:

During your employment the Employee is required to abide by all Pukekohe North School Policies. Key policies include those relating to [The Child Protection, Child Restraint, Health and Safety Policies](#).

### Further Engagement:

At or before the expiry date of this contract, we may enter into a subsequent employment agreement with you. Nothing in this or preceding correspondence should be interpreted or understood to provide any expectation that this agreement will be renewed or subsequent discussions entered into.

Furthermore, no assurance or arrangement for any renewal or subsequent agreement shall bind either of the parties unless such assurance is in writing and signed by both of us.

### Acceptance:

Under the Employment Relations Act 2000 you are entitled to have a reasonable opportunity to obtain independent advice about this agreement before signing.

I accept this offer of employment on the terms listed herein. I have read and understand these conditions of employment and that this agreement is for a Fixed Term Position at Pukekohe North School.

I confirm that I have been given a reasonable opportunity to obtain independent advice. I confirm that the information I have supplied is true and correct and not misleading.

### Employee Details:

Surname		Christian Names	
Address			
Post Code		Home Phone	
Cell-phone		Email	

### Payment:

Bank Name		Account Number	
IRD Number		Tax Code	



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Payment will be by direct credit fortnightly via the NOVOPAY System into your bank account.

### Kiwisaver Details:

Are You between 18-65 Years	Yes / No	Are you an existing Kiwisaver Member?	Yes / No
If no do you wish to join?	Yes / No	Complete Forms KS2 –Yes KS10 –No	

### Next of Kin:

Next of kin	
Relationship	
Address	
Contact Numbers.	

### Acceptance of the Position

I am pleased to accept this permanent position on the basis made within this contract.

I am / am not an NZEI member.

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_ (signature must be handwritten)

Principal \_\_\_\_\_