

**INDIVIDUAL EMPLOYMENT AGREEMENT**  
**(SECONDARY SCHOOL PRINCIPAL)**

**The effective date of this Individual Employment Agreement is the date it is signed by both parties or the date of promulgation, whichever is the later.**

**BETWEEN** the Board of Trustees (“the Board”) of .....  
.....[insert name of school]  
 (“the Employer”) ..... [insert school number] a statutory body  
constituted pursuant to section 93 of the Education Act 1989

**AND** ..... (“the Employee”)

**The Board** appoints/continues [delete one] the employment of the Employee as the Principal working at ..... [place of work]. The Employee’s hours of work are as specified in the Secondary Principals’ Collective Agreement 2016-2019 (SPCA) with effect from .....[date] upon and subject to the terms and conditions contained in this agreement.

The salary shall be the rate payable for the U-grade of the school as advised in the entitlement notice from the MoE and the relevant supplementary and decile funding. Salary rates are paid in accordance with the Secondary Principals’ Collective Agreement 2016-2019.

The work to be performed by the Employee is set out in the attached position description.

**The terms and conditions of employment** under this agreement are those applicable terms and conditions of the Secondary Principals’ Collective Agreement 2016-2019 which, with all the necessary modifications, are applicable for a Secondary School Principal. In addition, the attached plain language explanation of the services available for the resolution of employment relationship problems shall apply.

Any relevant term or condition in the collective agreement, including career structure payments that has an implementation date prior to the date of this Individual Employment Agreement being signed shall only apply from the date of signing.

A copy of the Secondary Principals’ Collective Agreement 2016-2019 is available on the Ministry of Education website [www.employment.education.govt.nz](http://www.employment.education.govt.nz).

**In signing this agreement the board and the principal agree that the terms and conditions of employment set out in this individual employment agreement replace all previous arrangements and understandings, including those to which concurrence had previously been sought and granted.**

The Employee acknowledges he/she has had reasonable opportunity to seek advice.

**SIGNED** by ..... (Employee) on .....[date]

**SIGNED** for and on behalf of the above named Board of Trustees by

.....[signature]  
..... [print name and position]  
..... [date]