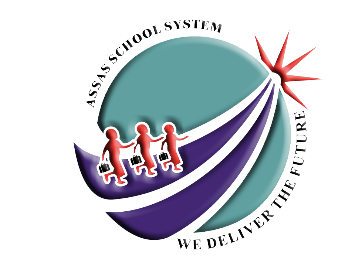
**EMPLOYMENT AGREEMENT FOR TEACHER**

**ONE-YEAR CONTRACT**

**“Employer”:**

|  |  |
| --- | --- |
| Representative: | School Location: |
| Address: | |
| Telephone Number: |  |

**“Teacher”:**

|  |  |
| --- | --- |
| Name: | Citizenship: |
| Permanent Address: | |
| Telephone Number: | Monthly Salary |

**\* Contract Duration: From\_\_\_\_\_\_\_1st April 2015\_ To\_\_ 31st March 2016 \_\_\_\_\_\_\_**

This EMPLOYMENT AGREEMENT has been made this day , 2015 between the above mentioned „“Employer”‟, and the above mentioned „“Teacher”‟ under the terms and conditions set forth below.

Both parties agree on the following terms and conditions:

**CLAUSE 1 (APPOINTMENT)**

1. The “Employer” agrees to employ the “Teacher” during the period stipulated herein.
2. The “Teacher” agrees to accept employment and will work in his/her full capacity for the school.

**CLAUSE 2 (PERIOD OF EMPLOYMENT)**

1. The total Agreement term is for one year, commencing on the first “Teacher‟s first teaching day, and ending on the last teaching day of the “Teacher‟s twelfth full teaching session,
2. During the duration of this contract and without prior consent of the employee, the “Employer” can deny a release letter to the employee seeking another job position elsewhere.

**CLAUSE 3 (THE “EMPLOYER”‟S RESPONSIBILITIES)**

1. The “Employer” is required to provide support to the “Teacher” in his/her full capacity, working together to provide quality English instruction under the terms stated in this contract.
2. The “Employer” will honor the terms and conditions of employment, as stated within this contract.
3. The “Employer” will ensure the employee receives an adequate induction programme before commencing teaching.

**CLAUSE 4 (THE “TEACHER”‟S RESPONSIBILITIES AND DUTIES)**

1. During the terms of this Agreement, the “Teacher” must cooperate and comply with the instructions and disciplines of the school. Assisting the „Supervisor‟ or „Director‟ he/she must carry out assignments as directed by the “Employer”. The „Supervisor‟ or „Director‟ will be responsible for establishing and communicating the „Standards of Performance‟ as related to the duties stated in this contract.
2. The “Teacher” **MUST** be adequately prepared for the classes in advance, preparing a detailed lesson plan for every class, every day.
3. At all times during the term of this contract, Teacher’s must maintain a clean and neat appearance. While suits and ties are not mandatory, a professional appearance is desirable. (no t-shirts, shorts, holes in clothing, visible piercing(s), etc.)
4. The “Teacher’s work will include, but shall not be limited to the following:

1) Teaching to students (Target students‟ **ages: 3 to 16**)

2) Curriculum design and implementation

3) Indoor/outdoor classroom activities for/with students

4) Level testing, grading, evaluation, and assessment of students

5) Providing students with individualized care

6) Attending teacher‟s meetings, training, and workshops

**CLAUSE 5 (WORKING HOURS)**

1. During the term of this Agreement, the “Teacher” should work in cooperation with the Supervisor or Director from **Monday through Saturday**, and during special events.
2. The teacher will be expected to arrive at school at 7:20AM to prepare for his/her day. Lessons will start at 8:00AM and will finish at 1:30 PM.
3. The will also teach a lesson from 8:00AM -1:30 PM, 6 days a week to be determined by the
4. director.

**CLAUSE 6 (SALARY AND OVERTIME RATE)**

1. The “Employer” agrees to pay the “Teacher” salary for **160 teaching hours per month AND preparation for classes.**
2. If the “Employer” is unable to provide the “Teacher” with 160 teaching hours per month, the “Employer” is still bound to pay the “Teacher‟s” salary.
3. Each teaching hour exceeding the **160 teaching hours/month** will be considered as overtime.
4. Attendance at scheduled staff meetings and workshops, along with preparation for classes is
5. Mandatory and not considered as overtime.
6. Teacher will be a school at stipulated time ,otherwise will consider as late arrival and salary will be deducted according to condition.

**CLAUSE 8 (VACATION & HOLIDAYS)**

1. The “Teacher” is entitled to 10 vacation days during this agreement. The “Teacher” shall take 5 vacation days during the summer season and the other 5 days during the winter season.
2. The “Teacher” agrees to submit a holiday request to the director/supervisor one week in advance of his/her proposed vacation.
3. The “Employer” reserves the right to refuse the “Teacher’s” holiday request, however, in refusing such a request the “Employer” agrees to give reasons for the refusal and negotiate in good faith to come to a suitable arrangement as to when the holiday can be taken.
4. The “Teacher” will be entitled to all national holidays without any deductions from his/her monthly salary and shall not be expected to work during these holidays.

In witness thereof, we have affixed our signatures hereon.

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“Employer” Name (print & sign) Date

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“Teacher” Name (print & sign) Date