

Teacher / Staff Employment Agreement

School Administration

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a teacher/staff employment agreement with each term separate — role and duties, salary and increments, probation and confirmation, child-safety and conduct obligations, confidentiality, leave, and notice/termination — so terms are clear and child-safety duties are binding. Use it for staff hires. For the code use the Teacher Code of Conduct & Standards tool.

Purpose of this tool & output

Employ staff on clear discrete terms

How the output is used

Use the draft to employ teachers and staff on clear terms — role, pay, leave, conduct and termination.

Who receives it

The school (trust/society) and the employee — both sign; a copy each with the appointment letter.

Fees & charges

Usually on the school letterhead/appointment letter; no stamp duty in most states for employment.

Who should vet it

An education/labour lawyer, for the probation, conduct and termination clauses.

Important cautions

AI-generated draft; make child-safety/POCSO and no-corporal-punishment obligations explicit and binding; follow due process for termination. A lawyer should review, especially service conditions.

Companion documents

- Vendor / Service Agreement
- Transport Service Contract
- Canteen / Cafeteria Concession Agreement
- Land / Building Lease Agreement
- Parent-School Enrollment Terms
- School Franchise / Management MOU

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and

processes vary by state and change over time — confirm with your state authority.