

Model Contracts of Employment

The Church of England Education Office have worked with Winckworth Sherwood LLP to provide helpful template model employment documents and further guidance for use by VA Church of England Schools and Academies. The template model employment contracts are provided in the form of a template central master terms and conditions document, with an accompanying offer letter that is amended to fit the individual role/circumstances. The Offer Letter and Terms & Conditions together constitute the written statement of particulars of employment.

Note that this suite of model employment documents is intended to be adapted to reflect the context of the particular educational establishment and its local circumstances, ensuring proper consultation with trade unions and staff, as appropriate. The previous model contracts of employment remain available below as archived documents.

Schools must obtain their own independent legal advice as to the suitability or otherwise of these template documents before implementing them. The guidance contained in these documents is not legal advice and should not be relied upon as such.

We have also included, in the list of documents below, the link to the TUC Model Agreement for Academies and Guidance note for information and reference.

1. Guidance Note

The guidance note must be read alongside the template terms and conditions of employment (“Terms and Conditions”) and offer letters (“Offer Letters”) below. The purpose of the guidance document is to supplement the drafting and guidance notes/footnotes in the margin of the template Terms and Conditions and Offer Letters and to provide additional information, guidance and explanation.

- [1. CEEEO Guidance on Model Template Employment Documents.pdf](#) (222.83 KB)

2. Casual Staff Template Terms and Conditions

- [2.1 School - Template Casual Staff Terms and Conditions - 2021-2022 - Dec 21.docx](#) (3.99 MB)
- [2.2 Academy - Template Casual Staff Terms and Conditions - 2021-2022 - Dec 21.docx](#) (3.99 MB)

2.3 Academy Offer Letters

- [2.3.1 Academy - Template Executive Staff Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.3.2 Academy - Template Executive Headteacher Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.3.3 Academy - Template Headteacher Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.3.4 Academy - Template Deputy and Assistant Headteacher Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.3.5 Academy - Template Teaching Staff Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.3.6 Academy - Template Support Staff Offer Letter - 2021-2022.docx](#) (4 MB)

2.4 School Offer Letters

- [2.4.1 School - Template Headteacher Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.4.2 - School - Template Deputy and Assistant Headteacher Offer Letter - 2021-2022.docx](#) (4 MB)
- [2.4.3 School - Template Teaching Staff Offer Letter -2021-2022.docx](#) (4 MB)
- [2.4.4 School - Template Support Staff Offer Letter - 2021-2022.docx](#) (4 MB)

3.1 Academy Template Terms and Conditions

- [3.1.1 ACADEMY - Template Executive Staff Terms and Conditions - 2021-2022.docx](#) (7.23 MB)
- [3.1.2 ACADEMY Template Executive Headteacher Terms and Conditions - 2021-2022.docx](#) (78.99 KB)
- [3.1.3 ACADEMY - Template Headteacher Terms and Conditions - 2021-2022 4157-2479-6465 v.1.docx](#) (109.68 KB)
- [3.1.4 ACADEMY - Template Deputy and Assistant Headteacher Terms and Conditions - 2021-2022.docx](#) (113.89 KB)
- [3.1.5 ACADEMY - Template Terms and Conditions of Employment for Teaching Staff - 2021-2022.docx](#) (7.22 MB)
- [3.1.6 ACADEMY - TEMPLATE TERMS AND CONDITIONS FOR SUPPORT STAFF - 2021 - 2022.docx](#) (7.19 MB)

3.2 School Template Terms and Conditions

- [3.2.1 SCHOOL - Template Headteacher Terms and Conditions of Employment - 2021-2022.docx](#) (7.2 MB)
- [3.2.2 SCHOOL - Template Deputy and Assistant Headteacher Terms and Conditions - 2021-2022.docx](#) (7.23 MB)
- [3.2.3 SCHOOL - Template Teaching Staff Terms and Conditions - 2021-2022.docx](#) (7.22 MB)
- [3.2.4 SCHOOL - Template Support Staff Terms and Conditions -2021-2022.docx](#) (7.22 MB)

Archived Model Contracts of Employment 2016 (updated 2017,2021)

- [Model Contract of Employment - Deputy Headteacher Assistant Headteacher School](#) (73.52 KB)
- [Model Contract of Employment - Headteacher Acting Headteacher School](#) (73.27 KB)
- [Model Contract of Employment - Lead Practitioner Teacher Unqualified Teacher Academy](#) (75.53 KB)
- [Model Contract of Employment - Lead practitioner Teacher Unqualified Teacher School](#) (75.04 KB)
- [Model Contract of Employment - Principal Acting Principal Academy](#) (72.87 KB)
- [Model Contract of Employment - Support Staff Academy](#) (73.23 KB)
- [Model Contract of Employment - Support Staff School](#) (72.61 KB)

TUC Academies Model Agreement

<https://www.tuc.org.uk/research-analysis/reports/tuc-academies-model-agreement-updated-july-2015>

The TUC, along with the six teaching and school support unions in England, have issued a revised version of the TUC Academies Model Agreement. In line with previous editions, the agreement aims to give unions greater recognition in academies and free schools, improve their negotiating position and allow reps the right to have time off for union duties. The agreement has been signed by the teaching unions (NAHT, NASUWT and NEU) and the unions representing support and other professional school staff (GMB, UNISON and Unite).

Financial planning toolkit for small primary schools

- [Small Schools Planning Toolkit Guide June 2016 Document One](#) (386.43 KB)
- [Small Schools Planning Toolkit Spreadsheet June 2016 Document Two](#) (344.11 KB)

Example scheme of delegation

- [CofE Education Office Example Scheme of Delegation](#) (37.03 KB)

Statement of Intent - Promoting Diversity in the Church School Workforce

- [Statement of Intent](#) (159.39 KB)

Source URL: <https://www.churchofengland.org/about/education-and-schools/church-schools-and-academies/staff-contracts-schools-and-academies>