***[Add year]* Memorandum of Understanding (MoU) for the appointment of a shared *[add position being appointed to]***

**Between**

***[Add principal]* of *[add hiring school name]* (the hiring school)**

**And**

***[Add participating school and principal]* (participating school)**

**And**

***[Add participating school and principal]* (participating school)**

**And**

***[Add participating school and principal]* (participating school)**

***[Add or remove the above rows as required]***

**Notes *[to delete before issuing to participating schools]***

Content highlighted in yellow is to be replaced by the hiring school, before providing to the participating schools.

Content highlighted in blue is to be deleted by the hiring school, before providing to the participating schools.

**SECTION 1: Purpose and scope**

*[Describe the position being hired for and how the appointment will benefit the hiring and participating schools.]*

**SECTION 2: Duration of agreement**

**Agreement start-date:** *[Add start-date]*

**Agreement end-date:** *[Add end-date]*

**Review points:** *[Add review date] [remove if there are no review points]*

**SECTION 3: Roles and responsibilities**

**3.1 Responsibilities of schools**

The hiring school is responsible for:

* Recruiting the shared *[add position being appointed to].*
* Managing the employment of the shared *[add position being appointed to]*.
* Fairly and reasonably providing the services of the shared *[add position being appointed to]* to all participating schools for the time periods as specified in Section 3.3.
* *[Add detail if required]*

Each participating school is responsible for:

* Providing their share of financial resourcing to the hiring school, as specified in Section 3.4.
* *[Add detail if required]*

**3.2 Position description**

The shared *[add position being appointed to]* will act in accordance with their position description, which has been attached in Section 8.2.

**3.3 Allocation of time**

The shared *[add position being appointed to]* will work for a total of *[add quantity of hours]* each week.

The shared *[add position being appointed to]* will allocate their time to each school as specified below.

*[Add hiring school]* will receive *[add quantity of hours].*

*[Add participating school]* will receive *[add quantity of hours].*

*[Add participating school]* will receive *[add quantity of hours].*

*[Add participating school]* will receive *[add quantity of hours].*

**3.4 Financial resourcing**

The hiring school and all participating schools will financially contribute to the appointment of the shared staff member as specified below.

*[Add hiring school]* will contribute *[add dollar contribution to salary].*

*[Add participating school]* will contribute *[add dollar contribution to salary].*

*[Add participating school]* will contribute *[add dollar contribution to salary].*

*[Add participating school]* will contribute *[add dollar contribution to salary].*

**SECTION 4: Financial management**

*[Add your method for managing financial contributions]*

*[e.g. Schools will pay the hiring school no later than the first week of each quarter of the year for their share of the cost of employing the shared staff member.]*

**SECTION 5: Issue resolution**

In the event that a conflict arises between one or more parties, we agree to:

* inform the hiring school of the conflict
* seek a positive resolution, with advice from NZSTA.

**SECTION 6: Modification and termination**

This MoU may be modified by mutual consent of all parties.

*[Add your process for managing a school wishing to conclude the agreement, including the required notice period].*

**SECTION 7: Signatures**

All parties indicate agreement with this MoU by their signatures below.

**Signed:** *[Add name]* *[add position]* of *[add school]*.

**Signed:** *[Add name]* *[add position]* of *[add school]*.

**Signed:** *[Add name]* *[add position]* of *[add school]*.

**Signed:** *[Add name]* *[add position]* of *[add school]*.

**SECTION 8: Appendix**

**8.1 Contact information**

Name: *[Add detail]*

Position: *[Add detail]*

Address: *[Add detail]*

DDI: *[Add detail]*

Mobile: *[Add detail]*

Email: *[Add detail]*

Name: *[Add detail]*

Position: *[Add detail]*

Address: *[Add detail]*

DDI: *[Add detail]*

Mobile: *[Add detail]*

Email: *[Add detail]*

Name: *[Add detail]*

Position: *[Add detail]*

Address: *[Add detail]*

DDI: *[Add detail]*

Mobile: *[Add detail]*

Email: *[Add detail]*

Name: *[Add detail]*

Position: *[Add detail]*

Address: *[Add detail]*

DDI: *[Add detail]*

Mobile: *[Add detail]*

Email: *[Add detail]*

**8.2 Position description**

***[Attach the position description of the shared role]***