

Waterford Academy of English

CONTRACT OF EMPLOYMENT

EFL Teacher for Hello Ireland Programme

PARTIES:

Employee:

Address:

Email

Employer: Waterford Academy of English
Address: SEBIC, IDA Business Park, Waterford
Email waterfordacademy@gmail.com

TITLE OF POST: EFL Teacher

DATE OF COMMENCEMENT:

DATE OF COMPLETION:

DAYS AND HOURS:

DUTIES

Teaching English to overseas students
Assessment

REMUNERATION AND LOCATION:

xx Euro per hour. Payable (date).

Payroll Form to be submitted to Caroline at David Breen & Co Accountants, Martiana Gate,
Waterford 051 875 222

Payment will only be made for hours worked.

The HELLO IRELAND programme is based in the College Street Campus of WIT.

ILLNESS OR EMERGENCY:

Should you be unable to work at any time, you should inform either Dr Venie Martin at the earliest opportunity vmartin@wit.ie or 087 948 0184 or Mr Ken McCormick at 087 232 7263

GRIEVANCE / DISMISSAL PROCEDURE:

If you have a grievance in respect of any aspect of your employment, you should raise the matter informally with either Dr Venie Martin or Mr Ken McCormick.. Refer to WAE Grievance Policy.

If there are any concerns about your performance, the matter will be addressed with you by Dr Martin and Mr Ken McCormick. Refer to WAE Disciplinary policy.

There will be no notice required in the case of any serious breach of the law or of Institute codes.

HEALTH & SAFETY

The relevant provisions of the Safety, Health and Welfare at Work Act 1988 and any subsequent Acts amending or replacing it applies to all employees and sub-contractors of the Academy. Staff should familiarise themselves with the Act and with the WAE's safety policy.

OTHER REGULATIONS:

Please note the following policies provided in your Teachers handbook

- Equality
- Harassment and bullying
- Staff Development
- Data Protection
- Use of Computer facilities
- Student Attendance
- Student Discipline

DECLARATIONS AND SIGNATURES:

I have read and fully understand the foregoing Contract of Employment and I agree to abide by the terms of this Contract and further warrant that all statements and representations, which I have made to the Institute in application for this appointment, are true and correct.

SIGNED: _____ **DATE:** _____

(Appointee)

SIGNED: _____ **DATE:** _____

(Waterford Academy of English)