



## **Policy on: Allocation of Units**

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### **Rationale**

The effective allocation of units will assist in recognizing and promoting leadership, responsibility and innovation to reward performance over and above the tasks and duties of the standard teachers' contract at Matakana School.

### **Purpose**

- To provide consistent and transparent leadership and career opportunities to staff.
- To assist in facilitating the school's strategic directions.
- To support the Board's 'Good Employer' practice of recognising and utilising the strengths of the staff.
- To enable the Board to comply with the requirements of the Collective Employment Contract.

### **Guidelines**

1. Based on the 2011 roll, Management staff will be allocated the following permanent units:

Deputy Principal	3 units (including for Literacy leadership)
Assistant Principal	2 units (including for PD leadership)
SENCO	2 units
Syndicate Leaders (3)	2 units

2. Should the maximum number of units allocated for a year be lower than the number currently allocated permanently, then the procedures for reallocation as set down in the Collective Employment Contract will be followed.
3. The allocation of permanent units will be reviewed by the Senior Management Team upon the resignation of the holder or if they relinquish them in writing.
4. Extra units allocated due to increased staffing provisions will be allocated as fixed term units and allocated to meet the needs of the school during that particular year.
5. Units not allocated permanently will be allocated on a fixed term basis. Up to 40% of units may be allocated on a fixed term basis.
6. Allocation of fixed term units will evolve according to the schools strategic direction as outlined in the school's Annual Plan, reviewed annually in Term 4 by the Senior Management Team.

Allocation will usually cater for the following, taking the Strategic Plan into consideration:

- (a) ICT/Special Needs Leadership
- (b) Curriculum Area responsibility
- (c) Leadership of a new initiative
- (d) Significant leadership responsibility for a particular year.
- (e) Curriculum Self-Review
- (f) Increased responsibility due to changed circumstances e.g. increases in roll, or syndicate numbers.

7. The Board of Trustees will reserve the right to allocate a unit(s) permanently to meet an on-going leadership / management role within the school.
8. Staff will be informed and consulted about the availability of fixed term units and the tasks linked to them. All teaching staff will have equal opportunity to apply for roles attracting a fixed term unit. Staff will submit a written application for allocation of a unit. The Principal will recommend to the Board as to which staff receive fixed term units and the length of the term involved.
9. When allocating fixed term units each staff member will be informed in writing of the period of time or task to be undertaken for which the unit has been allocated. The entitlement to a fixed term unit ceases at the expiry of the specified period of time or on the completion of the specified assignment or task. A fixed term unit may be allocated to the same or another teacher for a further fixed term or particular assignment or task.
10. Unit holders will have their management tasks/responsibilities in their performance objectives for appraisal that year.
11. A review of the allocation process will involve a written request to the Board. A sub-committee of the Board will meet with the staff member to attempt to resolve the issue.
12. The Principal will maintain an accurate record of permanent and fixed term unit holders for the purposes of informing the staff, Board and Salary Service Centre.
13. This policy will be reviewed annually unless extenuating factors necessitate an earlier review. These would include, staff turnover, recruitment/retention issues, changes to unit entitlement and new education initiatives.

This policy is intended to be consistent with the requirements of the Privacy Act 1993

<b>Date Reviewed and Date of Next Review</b>	<b>Date Adopted</b>	<b>Signed – BOT Chair</b>
<b>8/8/2011</b>		
<b>Nov 2013</b>		