

Ross Intermediate School

TE KURA WAENGA O ROSS

POLICY STATEMENT

3.9 Policy – Allocation of Units

Rationale:

The fair and equitable allocation of management units will assist the school to meet its priorities.

Purpose:

1. To guarantee all staff that the process of allocating Management Units is transparent.
2. To ensure the implementation of the schools priorities through recruitment, retention and reward of appropriately skilled and knowledgeable teachers.
3. To ensure a balanced management team that supports school processes, procedures and initiatives.

Principles:

1. Allocation

The annual allocation of units will be the responsibility of the Principal who will:

- consult staff
- manage the process
- report to the Board annually on the unit allocations

2. Management Units

All management units are permanent.

Deputy Principal (4 units)

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Team Leaders (1.5 units each – 6 units)

Removal of Management Units

Where there is a reduction in the number of management units allocated to the school the principal will identify the changes in responsibility and status required to provide a balanced management profile that best meets current school needs.

The teacher holding the position identified as surplus will be advised in writing.

3. Additional Units

These will be allocated as follows: (in priority order)

- MUSIC / Super Arts Development (1 unit)
- IT / Media Development (1 unit)

4. Additional Units (Fixed Term)

These will be allocated as follows: (in priority order)

- Sports Co-ordinators (2.0 units)
- Special Projects (remaining units)

Additional Units

The key tasks or assignments required to achieve the objectives will be developed in the form of a Job Description.

Once the key tasks or assignments are formalised, the number of units attached to the task and period of time the units will be allocated is specified.

The opportunity to apply for the unit is offered to any staff member who wishes to carry out the key tasks and assignments. Most additional units will be allocated for a 2-year period.

The units will be allocated to the person or persons identified as most qualified for the key tasks and assignments.

The key tasks or assignments are then included in the unit holder's job description.

Limitations

To ensure an appropriate Management Structure and to ensure that all staff focus on their primary roles the following limits apply to units at Ross Intermediate.

Senior Management	6
Team Leaders	3
Scale A Teachers	1

Generally PRT Teachers will not be given Unit Responsibilities. There is the ability to pay PRT teachers units however if they are the most suitable person for the responsibility.

RATIFIED: 27th October 2009

CHAIRPERSON