

POLICY

ALLOCATION OF UNITS

RATIONALE:

Effective allocation of units will result in a management structure that meets the particular needs of our school while also recognizing leadership opportunities. Agreement on a clear and fair process for the allocation of units will ensure a career structure for middle management is retained and curriculum leadership is recognized.

PURPOSE:

1. To inform and involve the staff in the allocation of units.
2. To enable the board to comply with Employment Contract requirements.
3. To ensure that Career Path in management and leadership opportunity exists at Bombay School.
4. To utilize the strengths of the staff and to recognize teachers who accept additional curriculum responsibilities.

GUIDELINES: 2013 Allocation is 19 units

Management Units staff have been allocated the following permanent units in 2010.

Deputy Principal	4 units	Assistant Principal	3 units
Senior Teachers	2 units each	RT:LB	1 unit

Management Units can only be allocated to permanent full time teachers.

Curriculum Units

Additional units will be allocated for curriculum leadership. These units can be allocated to part time and full time teachers.

Permanent Units All one unit unless identified differently

Library	ICT	Phys Ed & Sport
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Fixed Term Units They relate to the key focus areas in our Strategic Plan

Numeracy Leadership

Literacy Leadership

Maori

Health Promoting Schools

- a) In term 4 of each year, staff will be advised how many curriculum units are available. Consultation will take place between the principal, senior managers and staff to decide on tasks to be linked to the units available.
- b) Units will be redistributed upon the resignation of the holder, or after they relinquish them in writing. They will also be revoked if the school's unit entitlement is reduced.

- c) Where possible unit allocations will be made permanent. Fixed term units can be shared between two people over a period of time, but not at the same time.
- d) The principal will inform the board of all appointments and notify the Salary Service Centre (Multiserve).
- e) Allocation of units will be published and included in board minutes.

CONCLUSION

Equality, equity and status will be recognised through this policy.

Formulated by: B Duckworth

Approved: 19 August 1998

Reviewed: 3 December 2013

Next Review December 2016

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