

# Hauraki Primary School

## Policy Document

### Units

#### **Rationale**

Hauraki school provides an inclusive, non-discriminatory workplace where the principles of equality and fairness are promoted and there is commitment to maintain equal employment opportunities (EEO) for all staff.

#### **Purpose:**

To enhance the management structure of the school, permanent (for management positions) and fixed term (for additional responsibilities) units will be effectively and fairly allocated so that:

- The Hauraki School Board (the Board) complies with the Primary Teacher Collective Agreement (PTCA); and
- A wide group of staff participate in the shared leadership of the school.

#### **Guidelines**

##### **Permanent units**

1. Permanent units will be allocated to management positions such as Assistant and Deputy principals, Syndicate leaders and/or to positions requiring the interaction and coordination of large numbers of students or staff.
2. Permanent units can only be redistributed upon the resignation of a holder, or if the holder relinquishes them in writing.

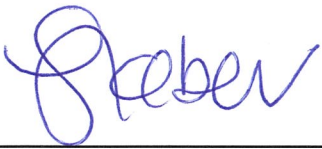
##### **Fixed term units**

3. Fixed term units are allocated on a fixed term basis to support the needs and initiatives identified by the school, such as extra-curricular activities and curriculum development.
4. Up to 40 per cent of units can be fixed term.
5. Fixed term units may be split between staff and/or allocated on a term or yearly basis.

##### **General**

6. The principal is responsible for allocating units and will inform the Board of their allocation on an annual basis.
7. Unit allocation is determined by the principal based on the school's agreed areas of development.

8. Unit holders will have management tasks included in their performance agreements.
9. The Board may fund additional fixed term units if they deem it appropriate.

Signed: 

**Presiding Member of the Board**

Date: 4/12/2024

Review Date: Term 4 2027

**Relevant policies**

- Professional Development
- Equal Employment Opportunity
- Appointment of Staff