

Hauraki Primary School

Policy Document

Units

Rationale:

To effectively allocate permanent (for management positions) and fixed term units (for additional responsibilities) in order to enhance the management structure of the school.

Purpose:

- To comply with the current Teachers' Collective Contract requirements.
- To provide an opportunity for a wider group of staff to participate in shared leadership.

Guidelines:

- 1) Permanent units can only be redistributed upon the resignation of a holder, or if the holder relinquishes them in writing.
- 2) Permanent units will be allocated to management positions such as Assistant / Deputy Principals, Syndicate leaders and / or to positions requiring interaction and co-ordination of large numbers of children / staff.
- 3) Fixed term units will be allocated on a fixed term basis to support needs and initiatives identified by the school, such as extra curricular activities and curriculum development.
- 4) Up to 40% of units can be fixed term units.
- 5) Fixed term units may be split between people and / or allocated on a term or yearly basis.
- 6) Areas for development to be focussed on during any one year will determine unit allocation.
- 7) Unit holders will be required to have their management tasks included in their performance agreements.
- 8) The Principal will be responsible for allocating the units and inform the Board on an annual basis.
- 9) The Board of Trustees may fund additional fixed term units if deemed appropriate.

Signed: 
BRENDON CLARK

Date: 28 NOV 2018

Chairperson Board of Trustees

Review Date: TERM 4 2021