

CENTRAL SCHOOL



Te Kura Waenga O Ngamotu

NAG 3 - ALLOCATION OF STAFFING UNITS POLICY

PURPOSE

The allocation of staffing units supports a logical and transparent career structure within the school. They are allocated to distribute leadership and responsibility according to the identified needs and strategic direction of the school, and to provide recognition and reward for the leadership and management of teaching and learning.

Transparent and clearly defined staffing unit allocation improves teaching and learning opportunities for all the stakeholders of Central School.

POLICY

1. All requirements of the Primary Teachers' Collective Agreement (PTCA) are to be met in the allocation of units with particular reference to appointments, remuneration and surplus staffing provisions.
2. Units are allocated and new roles created on the basis of identified needs of the school and the strategic and annual plans.
3. The allocation of units is based on objective criteria created for positions.

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4. Teaching staff will review this policy at least every two years, or on the introduction of new education initiatives, during issues of recruitment and retention or whenever the criteria for units or number of units is subject to change.
5. The school Performance Management System will include evaluation and appraisal of each unit holder according to the job description and criteria for the attached unit(s).
6. Unit allocation must be flexible enough to cater for roll-based staffing fluctuations.

GUIDELINES

Permanent Staffing Units

1. A minimum of 60% of all staffing units will be allocated permanently and become part of a teacher's annual remuneration as per the PTCA.
2. Permanent units can be added to but not taken away while the teacher is permanently employed at the school.
3. Permanent units will be prioritised for leadership, management of teaching and learning, and management of established school systems. The specific criteria for a permanent unit may be subject to review in the annual review of job descriptions or should the identified needs and strategic direction of the school change.
4. The allocation of permanent units will be approved by the personnel committee of the Board of Trustees.

Fixed Term Staffing Units

1. All fixed term units will be allocated to fixed-term roles according to identified school needs and strategic direction.

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2. Fixed term units will be open to application by all teachers. The allocation shall be made by the personnel committee of the Board of Trustees (with the Trustee teacher representative (or where a conflict of interest exists, another agreed representative) in attendance).

3. At the expiry of a fixed term unit position this policy will be reviewed and consultation with teachers and the Board of Trustees will take place before the criteria for the subsequent allocation is made.

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