

ST JOSEPH'S SCHOOL

UNIT ALLOCATION PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus; is part of a life long process leading to a full and rewarding life.

The management needs of St Joseph's School will be enhanced by the effective allocation of units which shall be distributed in such a way as to recognise additional teaching and learning responsibility and to support career pathways for staff in leadership positions.

PURPOSES

1. To enable the Board to comply with the Employment Contract requirements and EEO.
2. To provide opportunity for staff to share in the management of the school, recognising their responsibility, leadership and initiative.
3. To ensure that the leadership tasks undertaken are recognised and rewarded appropriately.
4. To involve and inform staff about the allocation of units.

PROCEDURES

1. The Board will ensure that existing management staff will be allocated the following minimum number of units -

Learning Leader	2 units
DRS	1 unit
2. A needs analysis of the school's management structure will be undertaken on an annual basis in Term 4. Staff will be consulted and informed.
3. Units are allocated on the basis of leadership and responsibility, the needs of the school and with consideration of a career path within the school
4. Units will be allocated, and new roles created, on the basis of the identified needs of the school.
5. The Principal will inform the Board of the allocations for the following year.

6. A review process will involve addressing a written complaint to the Board. A sub-committee of the Board will meet with the staff member and NZEI representative to attempt to resolve the matter.
7. Permanent units can be redistributed upon the resignation of the holder or if they relinquish them in writing and the selection process will apply.
8. Units can be split between two people over time.
9. Unit holders will be required to include their management tasks in a performance agreement which will be appraised by the Principal.
10. The Principal will keep an accurate record of unit holders for the purpose of informing the Board and notifying the Salary Service Centre.

CONCLUSION

Effective use of units will result in a management structure that meets the particular needs of our school.

Procedure Adoption: 3 November 2020

Next Review Due: 2023

Resource Manager

Principal