



## **UNIT ALLOCATION POLICY**

### **PURPOSE:**

1. To provide leadership opportunities for staff.
2. To recognise the responsibility, leadership and initiative of staff.
3. To ensure that due recognition is given to staff for the duties they undertake.

### **GUIDELINES:**

1. Based on the school's roll, a number of permanent and fixed term units will be allocated each year.
2. Permanent units are allocated to management staff and fixed term units are allocated separately each year.
3. The Principal will outline and conduct a process of consultation with staff that allows all teachers an opportunity to make suggestions regarding the use of fixed term units.
4. Any available fixed term units will be advertised internally. Interested staff will be required to apply in writing detailing associated responsibilities and leadership and any benefits for the school.
5. Fixed term units may be allocated for a whole or part of a year.
6. The Principal is ineligible for allocation of fixed term units.
7. The final decision on allocation will rest with the Board, via delegation to the Principal.
8. The outcome of that decision will be presented to staff.
9. A job description will be drawn up which includes responsibilities, tasks and outcomes.
10. The job description will be reviewed at the end of the allocated period.

Reviewed: November 2019

Next Review: November 2022