

# **TIRIMOANA SCHOOL** **ALLOCATION OF UNITS POLICY**

## **RATIONALE:**

The Primary Teachers' Collective Agreement includes provision for the allocation of units for senior and middle leadership, for Community of Learning/Kahui ako roles, and for developing leadership career pathways. It is the responsibility of the Principal and Board of Trustees to ensure these units are allocated fairly and effectively to meet the strategic goals of the school.

## **PRINCIPLES:**

- The unit allocation supports a logical and transparent career structure within the school.
- Units are allocated, and new roles created, on the basis of the identified needs of the school.
- Units are allocated to provide recognition and reward for leadership of teaching and learning, not simply workload.
- Allocation of units is based on specific criteria to positions rather than to specific individuals.
- The requirements of the PTCA are met.

## **GUIDELINES:**

1. The provision of units available to the school to allocate will be determined by the Ministry of Education annually through the staffing entitlement notice.
2. The PTCA recommends that 60% of units be allocated permanently.
3. Deputy Principals and Assistant Deputy Principals will hold a mix of permanent and fixed term units.
4. The allocation of all other units, both permanent and fixed term, will be done in a manner which is fair, objective and subject to consultation with the senior leadership team and Board of Trustees when necessary.
5. Any teaching staff member may hold one or more units. However the principal is not entitled to hold any units.
6. All positions with units attached will have clear Job Descriptions and will be subject to performance appraisal processes.
7. Occasional adjustments to the number of units available for allocation may occur part way through a calendar year due to changes in the student roll and staffing. The principal will allocate any occasional part year units on a fixed term basis.
8. The principal, senior leadership team and NZEI staff representative will form a committee to review the Allocation of Units Policy annually, and to confirm allocation of fixed term units in October for the year ahead.
9. The allocation of units will reflect the school strategic plan.
10. The allocation of fixed term units will be reported to the Board of Trustees annually.

## **CONCLUSION:**

This policy provides direction to the allocation of units to ensure that the process is fair and effective, and that leadership positions are rewarded as per the requirements of the PTCA.

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**National Administration Guidelines No. 3**

**Policy 39**

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