



ALLOCATION of MANAGEMENT UNITS and ALLOWANCES POLICY

The allocation of units and middle management allowances will be determined by the Principal following consultation with the teaching staff. The school's core business and strategic direction will underpin the decision-making process.

The Secondary Teachers' Collective Agreement (STCA) S4.3 and the school's Timetable Policy are to be considered along with these guidelines.

UNITS:

Permanent Units:

At least 60% of the total units are to be permanently allocated. Priority will be given to those in significant leadership positions in the school, e.g. senior leadership and heads of departments/faculties.

One hour a week non-contact time for every permanent unit held will be provided. Additional non-contact time will be allocated to those in senior leadership positions at the discretion of the Principal.

Fixed Term Units:

Up to 40% of the units may be allocated on a fixed-term basis. The Principal will specify either the period of time or the particular assignment or task to be undertaken for which the fixed-term unit/s has been allocated.

Following is the priority order for allocating fixed term units:

- Those holding curriculum responsibilities not recognised with a permanent unit.
- Deans (one fixed term unit)
- Teachers holding significant leadership positions in areas of strategic importance.

MIDDLE MANAGEMENT ALLOWANCES:

Middle management allowances may be allocated on a permanent or fixed term basis in accordance with the STCA guidelines. Up to 40% of the allowances may be allocated on a fixed term basis.

The following is a summary of the STCA guidelines:

MMA's may be allocated to teachers who hold 0 – 4 salary units for designated curriculum or pastoral management responsibility and teachers with 5 units who have significant designated curriculum-related management responsibilities and teachers who have responsibilities for at least five ORRS funded students.

- Up to 20% of the MMA's may be allocated to teachers without units who have designated curriculum or pastoral management responsibilities.
- No teacher may hold more than 2 MMA's.
- A teacher with fewer than 5 units may be allocated up to two MMA's
- A teacher with 5 units may be allocated 1 MMA.
- Teachers with more than 5 units shall not be eligible to receive a MMA.

SENIOR MANAGEMENT ALLOWANCES:

Senior Management Allowances will be allocated at the discretion of the Principal in consultation with the Senior Leadership Team. Deputy Principals who formally deputise for the Principal for one or more of the Principal’s responsibilities are eligible. Up to 50% of the allowances may be allocated on a fixed term basis.

CONSULTATION PROCESS:

The Principal will consult with Heads of Departments regarding the allocation of units and allowances to teachers who have curriculum responsibilities and with the Senior Leadership Team for the allocation of all units and allowances.

The Principal will determine the use of units and allowances in line with this policy and in consultation with teaching staff.

A review of the allocation of a unit or MMA will occur when the fixed term contract expires or the person holding the unit or MMA resigns.

Signed:	Date Signed
Date of Ratification: September 2017	Next Review Date: 2020