

RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY



MANAGEMENT, RESPONSIBILITY, RETENTION AND/OR REWARD UNITS

National Administration Guideline 3 – Personnel

Background to Policy

Effective use of Management Units will result in a management structure that meets the particular needs of our school. Units shall be distributed in such a way as to enhance the learning of the students and to motivate and support staff. This policy aims to:

- Enable the Board to comply with Employment Contract requirements.
- Ensure that staff have opportunities to take leadership responsibilities and that the tasks undertaken are rewarded appropriately.
- Support the Board's 'Good Employer' philosophy using the strengths of staff.
- Recognise the responsibility, leadership and the skills of teaching staff.

Policy Statement

Through consultation, the distribution of allocated units within the school will recognise achievements, reward staff for extra responsibilities, and enhance the learning of the students.

Policy Implementation

- 1) Permanent and Fixed term units will be allocated as outlined in the 2019 – 2022 Primary Teachers' Collective Agreement.
- 2) The correct allocation and balance of permanent and fixed term units will be maintained as outlined in the Primary Teacher's Collective Agreement.
- 3) Staff will be made aware of the Management Units awarded to the school and notified of changes should these occur.
- 4) The allocation of additional units should be focused in areas:
 - a) of school development identified in the Strategic and Annual Plan;
 - b) to improve student achievement;
 - c) for duties that require a significant skill to compete.
- 5) Staff will be consulted when units are allocated to fixed term roles.
- 6) When units become available, teachers will be informed of the tasks linked to the units and asked to apply for the unit within an outlined timeframe.
- 7) When applying for a unit, teachers may be requested to submit an action plan outlining their intentions for meeting goals.
- 8) Management units can be redistributed upon the resignation of the holder or if they relinquish them officially (in writing). Reallocation of units will be decided by the principal in consultation with the Board Chairperson.
- 9) The principal will compile an accurate record of units and liaise with the Board of Trustees Chairperson to review these.
- 10) When the allocation of units changes, the principal will report this in the Board minutes.

This policy will be reviewed as per the Board's Effectiveness Review Programme.

Confirmed by the Board of Trustees on: 09 JUN 2021 (date)

The planned review date will be: 09 JUN 2024 (date)

Chairperson

Principal