



MANAGEMENT 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.

Policy Statement

This policy is designed for the purpose of :

- enabling the Board to comply with Employment Contract requirements
- enabling that the staff have the opportunities to take leadership responsibilities where the tasks undertaken are rewarded appropriately
- support the Boards “Good Employer” philosophy using the strengths of staff to recognise the responsibility, leadership and special initiative.

Policy Implementation

- 1) The Board will ensure that existing management staff will be allocated Fixed Term and Permanent Units as per Ministry allocation.
- 2) Staff will be informed and consulted about the tasks linked to the units when the units are allocated to the school. The principal will allocate units to areas of focus and will ask for expressions of interest from the staff..
- 3) Management units can be redistributed upon the resignation of the holder or if they relinquish them in writing.
- 4) The principal will be responsible for fully informing the staff about the allocation of units.
- 5) The principal will compile an accurate record of management unit holders for the purpose of informing the Board and notifying the appropriate ministry remuneration department. .
- 6) If a unit holder leaves during the year a selection process for redistributing the unit will apply.
- 7) The allocation of units will be included in the Principal’s Report filed with the Board minutes.
- 8) The Principal will be deemed as delegated by the Board of Trustees to undertake procedure reviews , teacher consultation, and unit allocation decisions.

Conclusion

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.

RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY

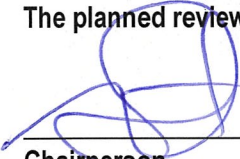


This policy is set for review within three years .


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

Confirmed by the Board of Trustees on: 14.10.2019. (date)

The planned review date will be: 14 October 2022 (date)



Chairperson



Principal