

3.10 Management Unit Policy

Parnell District School.

Rationale

To ensure that the management needs of the school through the allocation, to staff, of the management units allocated to the school.

Purpose

1. There will be a transparent process for the allocation of units.
2. School management tasks are professional duties, which require the provision of leadership for other staff. Management units are to be allocated to staff in recognition of these duties

Guidelines

Reference: Section 3.12. Collective Employment Contract 2007 –June 2010)

1. Management units will be allocated to teachers responsible for curriculum management and learning outcomes across the school, including facilitating staff development for other teachers. Units also may be utilised for recruitment or retention of staff.
2. Permanent management units will be allocated to meet the management needs of the school. Once allocated, these units remain with the holder until that person resigns or relinquishes the unit in writing. Sufficient units will be allocated to the DP and AP in recognition of their responsibilities/ with regard to benchmarking against similar positions in similar sized schools.
3. The Principal (after consultation with the Senior Management Team) will advertise, call for expressions of interest, interview and allocate fixed term units each year and present these to the BOT for ratification. The expectation is that fixed management units will be closely aligned to the current strategic plan.
4. Part of the appraisal process for management unit holders will include an appraisal of their work associated with these units.
5. The number of units is generated by the school's roll. Allocation may vary from year to year. In the event of the units being reduced, a needs analysis as per Part 9A.4 of the Collective Employment Contract will be carried out. On the basis of this, any necessary redistribution will be undertaken.

Reviewed: _____ 2009 Review date: _____
Chairperson _____

Footnote: MOE advice is that 60% of management units should be permanent, the remainder fixed term

Appendix

A Generic Job description for teacher holding a Management Unit

- To lead the review (when required) of the school scheme
- To consult with syndicate leaders about options available re the area of responsibility
- To liaise with any parent volunteers involved in this area of operation
- To support a values system that guides our children's actions (e.g. in sport, as peer mediators, librarians etc).
- To oversee the storage and allocation of resources so that they are accessible for class programmes
- To develop the RAMS forms when appropriate.
- To be the budget holder for the relevant area.
- To inform staff of new resources, programmes and courses available.
- To facilitate and assist syndicates to run the following annual or special events e.g. book week, sporting fixtures
- To co-ordinate such details/ certificates /trophies as are required for school prize-givings (as relevant to the management unit responsibility)
- To "feed" the newsletter the results and the achievements of pupils
- To report to the Board of Trustees annually, on the progress of the school programme (a review document)
- To attend cluster meetings as the school representative.
- To organise special events in this area as agreed

A unit holder cannot automatically expect release time and a management unit as these are resourced separately.