

# **UNIT MANAGEMENT POLICY**



## **Rationale:**

- To provide leadership opportunities for staff.
- To recognise the responsibility, leadership and the special initiative of staff.
- To ensure that due recognition is given to staff for the duties they undertake.

## **Guidelines:**

- The fixed term units are allocated separately each year.
- The Principal will conduct a process of consultation with staff which allows all teachers an opportunity to make suggestions regarding the use of fixed term units.
- Fixed term units may be allocated for a whole or part of a year. No more than 40% of units are able to be allocated as fixed term units
- The Principal is ineligible for allocation of fixed term units.
- The process of consultation will be outlined to staff and the outcome of that consultation will be presented to staff.
- The final decision on allocation will rest with the Board, via delegation to the Principal.
- All management units allocated to the school will be used, with permanent units allocated to management staff.
- Any available non-permanent management units will be advertised internally for the purpose of completing a set task or duty.

## ***See relevant policies:***

- [Employer Responsibility Policy](#)
- [Equal Opportunities policy](#)
- [Staff Performance Management policy](#)
- [Principal Performance Management policy](#)
- [Resolution of complaints policy](#)
- [Employer Responsibility policy](#)
- [Staff Mental Health & Wellbeing policy](#)

Signed: \_\_\_\_\_ BOT Chair      Review date: 2nd July 2024