



# Management Unit Policy

Policy to support NAG 3 Personnel

## Outcome statement

The appropriate allocation of management units will enhance learning and provide career pathways for teachers. Management units will also be used to reward additional responsibility for the delivery of specific strategic goals.

## Scoping

The allocation of units will be based on the school's strategic goals as well as rewarding additional leadership responsibilities within the school.

## Delegations

The principal is delegated the responsibility for ensuring that management units are allocated in a fair and transparent way that is linked to the school's strategic direction.

## Expectations and limitations

Management units are provided to schools based on a formula determined by the Ministry of Education, to recognise management and responsibility, and to assist with recruitment, retention, and/or reward. The number of salary units is based on the school's staffing entitlement.

- The Principal will consult with the Board and Senior Leadership team to determine the best way to use units with a strong alignment to the school's strategic goals.
- Unit applications will be advertised internally and awarded to the best applicant, as determined by the Principal.
- Permanent units are allocated first, and then remaining units generated by staffing are distributed as fixed term units for the school year.
- Up to 40% of a school's available units may be distributed as fixed term on the basis of strategic direction.
- Fixed-term units will have an end date, usually within the current year's staffing entitlement period. Fixed term allocations for a clearly defined task or assignment have an end date, or cease on completion of the task or assignment.
- Performance objectives relating to responsibilities are included in individual job descriptions and performance agreements.

## Procedures/supporting documentation

*Unit Application process*

## Monitoring

*Strategic plan*

*Board reporting*

## Legislative compliance

Primary Teacher Collective Agreement

