

UNIT ALLOCATION POLICY

**NAG 3
NO. 304**

Purpose

Units are monetary allocations for the purpose of management, responsibility, recruitment, retention and/or reward. All available units are allocated in a fair and objective way which will add to the effectiveness of the school. Units are allocated with a view to recognising teachers in leadership positions, in positions of additional teaching and learning responsibility and to support career pathways.

Guidelines

1. Units are allocated to a position and not to a person.
2. 60% of the units must be allocated to teachers permanently. The other 40% may be used as fixed term units.
3. Permanent units will be allocated to members of the Senior Leadership Team, Team Leaders and leaders of Numeracy and Literacy.
4. Fixed term units are allocated to teachers in genuine fixed term roles which will come to an end at a specified time or at the end of a specified event.
5. Teachers can hold a mix of permanent and fixed term units.
6. Clear job descriptions must be developed for positions with units attached and must be made available in advance of the distribution of units to teachers.
7. Each year the Board or Principal will decide on whether any remainder units not already allocated as permanent will be allocated as Permanent.
8. The teaching staff is consulted about the development or the review of the allocation of units so that the process is transparent.