

# Napier Central School



## NAG 3.7 Personnel

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### Management Units

#### Rationale

To have a system for the allocation of Management Units.

#### Purpose

For staff and Board of Trustees to have knowledge of procedures, processes and contractual obligations in relation to:

- Permanent Units used to remunerate Senior Management Staff
- Fixed Term Units used to remunerate staff for specific responsibilities or initiatives

#### Guidelines

1. The allocation process will protect the management structure of our school. All of the Senior Management Team have permanent units.
2. On receipt of the staffing advice and guidance notice staff will be informed about the number of units to be allocated ( or, in the case of a falling roll to, be withdrawn) as a result of Ministry of Education staffing notice.
3. Allocation and withdrawal of units will be adjusted according to the School Strategic Plan and needs for the following year.
4. Units will be allocated or withdrawn in writing to unit holders.
5. 65% of all units must be used for Management.
6. The allocation of units will be the responsibility of the Principal who will:
  - Inform the staff and manage the process
  - Report to the Board of Trustees annually on the unit allocations and whenever any alterations are made.

#### Management Units

- a) Associate Principals
  - The job description for these positions will include the Professional standards for Associate Principals.
  - The number of units allocated to these positions will be identified on the job specifications for each position. In 2013, each Associate Principal gets 4 Permanent Management Units.
  - At the time of appointment any change of responsibility and status of each position may be reflected in a change in the number of units allocated.
  - Surplus units may then be distributed to other or new management positions to meet identified school needs.
- b) Middle Team Leader  
Beside the designated Associate Principals, the Middle Team Leader receives 2 management units for management responsibilities. Job specifications, duties and expectations linked to the units are stated clearly in the Middle Team Leader's job description.

c) Removal of Management units

Where there is a reduction in the number of management units allocated to the school because of a falling roll, the reduction will come first from the Fixed Term Units instead of the Permanent Units:

- The Management unit lost will be withdrawn firstly from a management unit holder other than the Associate Principals and Middle Team Leader by identifying changes in responsibility and status required to provide a balanced management profile that best meets current school needs.
- The staff member holding the position identified as surplus will be advised in writing.

**Fixed Term Units**

- Through examination of the school's strategic plan, short to medium term objectives will be identified. Written specifications and key tasks will make clear the expectations the school has and identify the units attached to the position eg: Library, ICT, SENCO, Sport.
- Once the key tasks or assignments are formalised, the number of units attached to the task and period of time the units will be allocated is specified.
- Some fixed term units will 'roll over' from year to year. For example if we still have the need for an ICT focus and if the ICT Unit holder is doing a good job, that unit will be 'rolled over' and will not have to be advertised and contested.

Reviewed 2016