

## **Policy: Management Units Board**

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### **Purposes**

- To ensure that the school has an effective and efficient management structure.
- To ensure that management units are allocated in a manner that complies with the collective Employment Contract for secondary Teachers, the State Sector Amendment Act 1989 and our existing school policies on Equal Employment Opportunities and Personnel.

### **Guidelines**

- The Board is to approve the management structure for the school including permanent and fixed – term positions.
- The management structure of the school will recognise different degrees of responsibility by its management staff.
- Management unit positions will be advertised as follows:
  - (i) Senior leadership, HOD and other permanent management units to be advertised in the Education Gazette.
  - (ii) Non-permanent, fixed term positions will normally be advertised internally.
- All Management units that the school is entitled to are to be allocated to staff.
- The performance management system will provide documentation (job specifications) that describes performance expectations for all positions attracting management units.
- Units not designated as ‘management’ will be allocated for specified responsibility. Reward, Retention & Recruitment (3R) units may be allocated by the principal as needs arise. Such units would not typically be advertised. These units may be either permanent or fixed term although 40% may be fixed term.

Review schedule: **September 2021**

**ADOPTED BY BOARD OF TRUSTEES**

Date **24 September 2018**

Chairperson **R Thornton (Acting)**

**REVIEWED**

Date .....

Chairperson .....