



ALLOCATION OF MANAGEMENT UNITS AND ALLOWANCES POLICY

Outcome statement

Decision making around the allocation of management units and allowances reflects the school's core purpose and strategic direction and priorities.

Scoping

Decision making for the allocation of units and middle management allowances is guided by the Secondary Teachers' Collective Agreement (STCA) S4.3 and the school's Timetable Policy.

Delegations

The allocation of units and middle management allowances will be determined by the Principal following consultation with the teaching staff.

Expectations and limitations

UNITS:

Permanent Units:

At least 60% of the total units are to be permanently allocated. Priority will be given to those in significant leadership positions in the school, e.g. senior leadership and heads of departments/faculties.

One hour a week non-contact time for every permanent unit held will be provided. Additional non-contact time will be allocated to those in senior leadership positions at the discretion of the Principal.

Fixed Term Units:

Up to 40% of the units may be allocated on a fixed-term basis. The Principal will specify either the period of time or the particular assignment or task to be undertaken for which the fixed-term unit/s has been allocated.

Following is the priority order for allocating fixed term units:

Those holding curriculum responsibilities not recognised with a permanent unit.

Deans (one fixed term unit)

Teachers holding significant leadership positions in areas of strategic importance.

MIDDLE MANAGEMENT ALLOWANCES:

Middle management allowances may be allocated on a permanent or fixed term basis in accordance with the STCA guidelines. Up to 40% of the allowances may be allocated on a fixed term basis.

The following is a summary of the STCA guidelines:

- MMAs may be allocated to teachers who hold 0 – 4 salary units for designated curriculum or pastoral management responsibility and teachers with 5 units who have significant designated curriculum-related management responsibilities and teachers who have responsibilities for at least five ORRS funded students.
- Up to 20% of the MMAs may be allocated to teachers without units who have designated curriculum or pastoral management responsibilities.
- No teacher may hold more than 2 MMAs.
- A teacher with fewer than 5 units may be allocated up to two MMAs
- A teacher with 5 units may be allocated 1 MMA.
- Teachers with more than 5 units shall not be eligible to receive a MMA.

SENIOR MANAGEMENT ALLOWANCES:

Senior Management Allowances will be allocated at the discretion of the Principal in consultation with the Senior Leadership Team. Deputy Principals who formally deputise for the Principal for one or more of the Principal's responsibilities are eligible. Up to 50% of the allowances may be allocated on a fixed term basis.

CONSULTATION PROCESS:

The Principal will consult with Heads of Departments regarding the allocation of units and allowances to teachers who have curriculum responsibilities and with the Senior Leadership Team for the allocation of all units and allowances.

The Principal will determine the use of units and allowances in line with this policy and in consultation with teaching staff.

A review of the allocation of a unit or MMA will occur when the fixed term contract expires or the person holding the unit or MMA resigns.

Legislative Compliance

[Secondary Teachers' Collective Agreement](#)

Appendix 1: Proposed NPGHS Units and MMA Consultation process

Purpose

To ensure meaningful consultation occurs, where teachers have an opportunity to be consulted. This includes a clear timeline, a method for feeding information into the consultation process and a mechanism for analysing the information, along with an appropriate means of information fed back.

Key stages for consultation

1. Development of information: MOE allocation distributed to schools along with student selections collated in September.
2. Information for following year is displayed in staff manual before the end of term three.
3. Proposals and/or applications are submitted by the specified timeframe (1st Round - First week of Term 4. 2nd Round - After the 1st March return).
4. Principal and SLT meet once proposals have been submitted to discuss/consider proposals.
5. Units / MMAs are either advertised or allocated based on the proposals that best fit the needs of the school for the following year.
6. Notification given to successful applicants and HODs for staffing purposes within two days of confirmation. This includes any time allowances associated with the allocation of Units/MMAs.

All holders of Units and MMAs are subject to an appraisal by their line manager(s). Information is fed back to SLT and will assist in the decision making for step 4. Permanent Units/MMAs are reviewed, and the nature of work can be re-negotiated if required. This should be part of the appraisal process.

School Allocation

	No. for the year 2019	No. for next year 2020	No. currently allocated
Ministry funded MUs	94-95	100	96
No. of MUs allocated on a fixed term basis			21

School Management

No. of unit holders	No. of MUs	No. of SMAs
4 (SBO, KBY, SBR, MHU* acting for KMA on leave)	29 22 PMU, 7FTU*	4 3 PSMA, 1FTSMA*

Pastoral and Guidance

No. of unit holders	No. of PMUs	No. of FTMUs	No. of PMMAs	No. of FTMMA's
10 (GOS, CHD, JCF, JFA(2), KCO, KEL, LCH, LHA, MVE, RBR)	2	10	0	10

Curriculum Responsibilities

Learning Area	No. of classes	No. of students	No. of tchers	No. of Tching hrs	No. of PMUs	No. of FTMUs	No. of PMMAs	No. of FTMMAs
Mathematics		1172		345	5	1	2	1
Sciences		1461		433	6	1	2	2
English		1199		355	7	0	4	0
Social Sciences / Bus. Studies		1051 / 330 <u>1381</u>		319 / 83 <u>399</u>	6	1	3	3
Technology (excl TXT in HEC)		495		128	2	0	1	0
PE / Health / Home Ec (incl TXT)		791/ 843 / 637 <u>2271</u>		146/126 /105 <u>377</u>	7	0	3	0
Arts / Dance/ Drama / Music		614/122/ 179/149 <u>1064</u>		167/38 /49/41 <u>295</u>	6	0	4	1
Languages / TRM/ ESOL		322/249 /14 <u>585</u>		64/49/ 13 <u>126</u>	3	1	1	0
Careers		124*		40*	1	2	1	1
Learning Support / Waimarie		37*		73 *	3	0	3	1
				TOTALS	45	6	5	9

***These numbers are the numbers in the SPEC and VOC class lines. Learning Support and Careers also work with many more students outside of the classroom.**

Other

	No. of PMUs	No. of FTMUs	No. of PMMAs	No. of FTMMAs
Relief Coordinator	1	0	0	1
D4L Coordinator	0	1	0	0
Student Events Coordinator	0	0	0	1
Sports Director	1	0	1	1
Assistant Sports Director	0	0	0	1
School Magazine / Website / Curriculum	0	2	0	1

Curriculum Senior Modules				2
EOTC Responsibilities	0	0	0	2
TOTALS	2	3	1	9

Summary for 2020

	No. of PMUs	No. of FTMUs	No. of PMMA/SMA's	No. of FTMMA/SMA's
School Management	22	7	3	1
Pastoral / Guidance	2	10	0	10
Curriculum Responsibilities	45	6	25	9
Other	3	4	1	10
To be appointed		2	0	2
TOTALS	72	29	29	32

Proposal for allocation of extra units and allowances for 2020 to deliver on NPGHS

Strategic Plan:

Gifted and Talented Co-ordinator with 1 PMU and two hours allocation over ten-day timetable.

Rationale: We have not had a G&T Co-ordinator for a number of years and we do need one. Gifted learners are identified as priority learners and are a key focus for the Government's Learning Support Strategy. For more info <https://gifted.tki.org.nz/further-support/guide-to-identification-and-provision/identification-extra/> We also need to review our Gifted and Talented programmes and provision.

Appointed Judith Lamb, February 2020.

KAMAR Support (including timetabling, school exam timetables, etc) with 1 FMU and three hours allocation over ten-day timetable.

Appointed Andrew Chubb, February 2020.

Project Lead – Junior Curriculum 2021 with 1FTMMA and two hours allocation over ten-day timetable.

Appointed Gemma Towler, February 2020.

This would leave two Fixed Term Units and two Fixed Term Allowances available for 2020. Please submit proposals for how these units should be allocated, including those I have proposed.