



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:

Priority will be given to those in significant leadership positions in the school, e.g. senior leadership and heads of departments/faculties.

Fixed Term Units:

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.

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.

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](#)

Reviewed and ratified: November 2023

Next Review: November 2026