

ADDITIONAL RESPONSIBILITIES

POLICY

Rationale:

- The smooth running and efficient operation of the school is dependent upon staff members diligently and conscientiously carrying out tasks other than their immediate teaching and administrative roles. These additional responsibilities need to be allocated fairly and take into account the existing roles, needs, wishes and talents of all staff.

Aims:

- To ensure the smooth and efficient operation of all aspects of the school.
- To provide a process where additional responsibilities are allocated fairly, are consistent with industrial Agreements, and where roles, aspirations and interests of staff are recognised and catered for.

Implementation:

- All teaching and non-teaching staff will be assigned additional responsibilities consistent with their relevant industrial Agreements.
- The allocation of additional responsibilities will be coordinated by the principal.
- All additional responsibilities will be identified by the principal in consultation with all staff and the Consultative Committee, and each task will be assigned a numeric weighting according to the workload involved.
- The principal will seek an indication from staff as to which additional responsibilities they would like to accept, and those they would prefer to avoid.
- The principal will initially allocate Leading Teachers and Assistant Principals additional responsibilities from the identified list consistent with their various role descriptions and of an appropriate workload weighting.
- Certain roles such as faculty leaders, year level or sub-school leaders etc will be identified for special payment. Input will be sought from the Consultative Committee before special payment roles are identified, advertised and assigned.
- Remaining additional responsibilities will be divided between the remaining staff taking into account their preferences, and the need for less experienced staff members (such as graduate teachers) to be allocated a lesser additional workload.
- Part time staff members will be allocated responsibilities on a pro-rata basis.
- At all times, the principal will attempt to correlate the allocation of additional responsibilities with the desires and abilities expressed and demonstrated by staff.
- Staff members who wish to take on responsibilities of a greater or lesser extent than their colleagues of similar pay levels are required to discuss the matter with the principal prior to the commencement of the process.
- All staff will be provided with details of the additional responsibilities allocations.

Evaluation:

- This policy will be reviewed annually as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

June 2014