

HIGHER DUTIES

POLICY

Rationale:

- All fixed term and ongoing staff members hold substantive positions at various pay levels. It is however, not uncommon for a staff member of a promotion position to temporarily or permanently vacate their position at the school. On such occasions, a staff member may be temporarily elevated to the promotion position and Higher Duties payments made for a specified period of time.

Aims:

- To appropriately remunerate staff members who accept temporary higher duties responsibilities in a fair and transparent process.

Implementation:

- Higher duties occur when a staff member of a promotion position temporarily or permanently vacates their position at the school, or a new promotion position is created and the principal seeks applications from less senior staff members to temporarily fill the position.
- The principal will consult with the Consultative Committee when a promotion position is vacated or being considered and seek advice as to whether or not the promotion position should cease, whether it should be advertised state-wide, and/or whether higher duties should be offered to internal staff.
- All higher duties opportunities will be advertised widely amongst all staff in writing, and all eligible staff will be invited to apply in a brief written application by a reasonable due date.
- The advertisement will include clear details of the job expectations, the start and end dates, the remuneration level, and selection criteria that need to be addressed by prospective applicants.
- The principal will form an appropriate selection panel of at least 3 appropriate staff members ensuring gender representation, and merit protection board representation.
- The selection panel will consider all applications and through a proper and transparent selection process, will make a recommendation to the principal.
- Written applications, referees, interviews or requests for additional information may all form part of the selection process.
- The principal will consider the selection panel recommendation and accept the recommendation or provide reasons in writing as to why the panel's recommendation will not be accepted.
- All staff will be informed of the successful applicant.
- The principal will monitor the progress of the successful applicant with regards the implementation of their higher duties responsibilities and provide feedback as appropriate.

Evaluation:

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

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

March 2019