

# Henderson Intermediate School

## ALLOCATION OF UNITS POLICY

### RATIONALE

The Board of Trustees delegate allocation of units to the Principal who will ensure an equitable system.

### GUIDELINES

1. The Principal will ensure that units generated for use at HIS are allocated to teaching staff who are in:
  - a. Management positions (**Permanent Units**) Deputy Principal and Senior Teachers.
  - b. Teaching positions (**Fixed Term Units**) which involve a teacher carrying out a number of additional tasks over and above their normal teaching duties.  
ie Syndicate Leaders, Curriculum Leaders, Special programmes etc
2. Prior to completing the Operational Plans each year, the teaching team will be invited to provide for the Principal, a list of tasks that they wish to do that are over and above their normal teaching duties.
3. A key factor in allocating fixed term units, will be the time spent outside the normal hours of 9.00 – 3.00pm where no provision of additional time is provided for the preparation and completion of tasks.
4. The process of allocating annual fixed term units will mostly be completed by the end of each School year. When Staffing changes, unit allocation may also change, ie Staffing March 1, roll growth means extra units allocated.

**Reviewed on 21 June 2021**