

# 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 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 and where the needs, wishes and talents of staff are catered for.

### Implementation:

- All teaching and non-teaching staff will be assigned additional responsibilities.
- 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 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 a similar workload weighting.
- Certain roles such as faculty, year level or section leaders will be identified for special payment. Input will be sought from the Consultative Committee before special payment roles are identified, advertised and assigned.
- The principal will next allocate ETWR responsibilities from the identified list ensuring they receive tasks with similar total weightings.
- Remaining additional responsibilities will be divided evenly between the remaining level 1 teachers and SSOs.
- Staff who work part time will be allocated responsibilities on a pro-rata basis.
- At all times, the principal will attempt to coincide the allocation of additional responsibilities with the desires and abilities of staff.
- Staff members who wish to take on responsibilities of a greater or lesser extent than their colleagues are required to discuss the matter with the principal prior to the commencement of the process.

### 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 in....

2016

Reference: