



St Joseph's Catholic School

Queenstown

POLICY ON ADDITIONAL RESPONSIBILITIES FOR STAFF

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 taken into account.

PROCEDURES

- Teaching and non-teaching staff will have the opportunity to assume additional responsibilities, consistent with the Catholic Education Award, attracting remuneration and time-release where applicable.
- The allocation of additional responsibilities will be co-ordinated by the Principal.
- The Principal in consultation with staff will identify all additional responsibilities.
- 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 staff members holding senior roles additional responsibilities in consultation and consistent with their role descriptions.
- Some subject-specific responsibilities will be divided evenly between teaching and non-teaching staff, however, will not usually attract remuneration or time release.
- Staff members 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, expertise, accreditation status and abilities of staff.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

Implemented February 2006; modified February 2012