

Allocation of Fixed Term Management Units (MU) and Middle Management Allowances (MMA) Policy

Rationale:

Fixed term Management Units [MUs] and Middle Management Allowances [MMAs] are allocated annually in a fair, transparent and equitable way, following the processes set out in this policy.

Fixed term units and allowances provide the opportunity to appoint teachers to positions for a specified time to carry out a particular task or responsibility.

The school follows the Secondary Teachers' Collective Agreement [3.2] in regard to advertising positions, noting Management Units and Middle Management Allowances attached to them where applicable:

- (i) Permanent full-time positions;
- (ii) Permanent part-time positions;
- (iii) Long-term relieving positions of more than one term;
- (iv) Fixed-term full-time positions of more than one term.

1. Background:

- a) Provisional staffing entitlement figures become available in late September each year. The allocation of MUs and MMAs is provided at this time based on the College's provisional roll figures for the following year, then revisited after FTTEs [and MUs and MMAs] are confirmed after the March roll return. For this reason, the school may decide to allocate some fixed term MUs and MMAs in March to accommodate possible changes to the MMA and MU allocation.
- b) Management Units and Middle Management Allowances carry a remuneration and may be permanent or fixed term (up to 40%) tenure positions.

2. Responsibilities:

- a) The Board works in consultation with the Principal concerning the allocation of units and allowances to senior leader positions.
- b) The Board delegates its responsibility to the Principal for the allocation of all other MUs and MMAs.

3. Process:

- a) Management Units and Middle Management Allowances are allocated each year in accordance with the provisions of the Secondary Teachers' Collective Agreement 4.3.
- b) All Management Units and Middle Management Allowances to which the school is entitled are allocated.
- c) Each position to which a Management Unit or Middle Management Allowance is allocated is accompanied by a description which identifies the responsibilities of that position. A centralised summary of MUs / MMAs and responsibilities will be maintained and published annually.
- d) The annual timeline for allocating of fixed term Management Units and Middle Management Allowances outlined in Appendix 2 is followed. A list of roll-generated permanent and fixed term MUs and MMAs is published annually. Using the form in Appendix 1, staff are invited to submit proposals on how Fixed Term Management Units and Middle Management Allowances are used in the following year.
- e) The following criteria are used to determine the allocation of fixed term Management Units and Middle Management Allowances. Staff submitting proposals for MUs and MMAs should address these criteria:
 - needs of students
 - priorities identified within the Strategic Plan
 - administrative, curriculum, wellbeing and co-curricular needs of the school
 - equity across learning areas [ie: based on ākonga numbers]
 - guiding principles under the school's EEO policy
- f) All teaching staff, regardless of fixed term or permanent tenure, may apply for Fixed Term Management Units and Middle Management Allowances. Eligibility is set out under STCA 4.4A. Staff may hold a mixture of Permanent and Fixed Term Management Units and Middle Management Allowances.
- g) Acting positions [less than one term, in accordance with the STCA] that arise in the short term will be dealt with at the discretion of the Principal following the principles in [e] above.
- h) Following the annual timeline outlined in Appendix 2:
 - 1. Proposals for fixed term MUs and MMAs that align with criteria listed in [e] are requested. Teachers must align their proposals with one or more of these criteria in order to be considered.

2. A working group is drawn together each year by the SLT member overseeing staffing in the school to consider the responsibilities identified in the proposals and to determine which responsibilities the fixed term MUs and MMAs will be allocated to for the following year.
3. The working group is drawn from the following areas, with each area listed below determining its representative. The group is chaired by the SLT member overseeing staffing. An EEO representative is also identified.
 - Wellbeing team
 - Student learning team
 - Kaiako Māori
 - SLT
 - Board
 - PPTAConflicts of interest are to be declared and managed within the working group.
4. Applications are then sought from teachers for the responsibilities the working group has agreed are to receive fixed term MUs and MMAs. Teachers are able to apply for any of the responsibilities identified, regardless of whether they originally submitted a proposal.
5. Various appointment groups are drawn together to appoint the advertised MUs and MMAs, appropriate to the roles and responsibilities identified.
6. Successful applicants receive letters notifying them of tenure, remuneration and responsibilities.

Related documents:

Equal Employment Opportunity Policy

Appendix 1:
Proposal for Fixed Term MU and/or MMA

Name: Staff Code:

Current Position (including any current fixed term or permanent MUs/MMAs):

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State the proposal:

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Reason for the proposal (expand as required, describing the responsibilities entailed):

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Expected length of tenure (minimum one term/maximum normally one year):

Is any resourcing needed in support of this proposal?

Note: Fixed MUs or MMAs do not normally attract any time allocation.

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Additional information relevant to this proposal:

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If relevant, the proposal requires the support of your Learning Leader or Line Manager:

Name: Signature:


Date:

Signature:

Date:

NOTE: A specific job description will be developed with the Senior Leadership Team. A review covering the outcomes of the work should be provided at the end of the fixed term.

Approved (Name): Melanie Morris

Signature: 

Designation: Presiding member

Date Approved: 29/8/23

Review date: Aug 2025

Appendix 2:

Fixed Term Management and Middle Management Allowance Process Document

In accordance with the Secondary Teachers Collective Agreement and the Allocation of Fixed Term Management Units and Middle Management Allowances Policy, all fixed term units are reallocated on an annual basis.

This process sits alongside the policy to ensure a fair, consistent and transparent process.

Time frame	Actions	Completed
June	Publication of all MUs and MMA to staff.	
September	Fixed term units and MMA holders submit expressions of interest to retain MUs or MMAs for the following year. New proposals are also received.	
Mid Sept	The SLT member overseeing staffing receives submissions and assembles the working group. The working group decides on fixed term MUs and MMAs for the following year based on the criteria below.*	
Mid Oct	Applications are sought from teachers for the responsibilities the working group has agreed are to receive fixed term MUs and MMAs. Teachers are able to apply for any of the MUs or MMAs identified, regardless of whether they originally submitted proposals.	
Mid Nov	Successful applicants for fixed term MUs and MMAs receive letters outlining the timeframe of the fixed term, the remuneration and the responsibilities held.	

*This decision is based on:

- needs of students
- priorities identified within the Strategic Plan
- administrative, curriculum, wellbeing and co-curricular needs of the school
- equity across learning areas ie based on ākonga numbers
- guiding principles under the school's EEO policy.