

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 existing roles, needs, wishes and talents of all staff. Additional Responsibilities are defined as per the Roles and Responsibilities document.

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 roles and aspirations of staff are catered for.

Implementation:

- All additional responsibilities will be identified by the Principal in consultation with all staff and the Leadership Team and the Consultative Committee.
- Additional Responsibilities will be assigned in consultation with the Principal, annually.
- At all times, the Principal will attempt to correlate the allocation of additional responsibilities with the desires and abilities expressed and demonstrated by staff.
- Certain roles may be identified for special payment. Input will be sought from the Consultative Committee and the Leadership Team before special payment roles are identified, advertised and assigned.
- Part-time staff members will be allocated responsibilities on a pro-rata basis.
- Staff members who wish to take on responsibilities of a greater or lesser extent than their colleagues are required to discuss and consult the matter with the Principal prior to the commencement of the process.
- All staff will be provided with details of the additional roles and responsibilities allocations.

Related Documents:

- [Additional Payments Guide](#)
- [Roles and Responsibilities](#)

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs, or after every significant bus related incident.

Ratified by School Council: 24th February, 2020

Due for Review: 2023