



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>Teaching Allocation Policy</b>
<b>Date Ratified by Board of Management</b>	November 2022
<b>Date for Review</b>	November 2023

## 1. Purpose

Each year, teachers express an interest in teaching in different areas, or request to be retained in the same role for the following year. These requests must be balanced against one another, with consideration given to the interests and skills of new staff members to the School, the experience and the skills of all teachers, teachers in specialist teaching roles, operational requirements in terms of timetabling the educational program and the needs of students throughout the school.

## 2. Aim

To provide a fair and transparent process that ensures the best balance of staff abilities and interests, the expressed preferences of teachers and the needs of all students.

## 3. Implementation

- While the allocation of staff to various teaching roles is ultimately the responsibility of the Principal, a collaborative process involving input from staff, Deputy Principals, Head of Schools and the Head of the relevant Faculty will be employed.
- The process of forming the school structure will begin in August of the previous year.
- All teaching staff will be assigned additional responsibilities other than their immediate teaching. These will be consistent with the requirements of the profession.
- Part time staff members will be allocated responsibilities on a pro-rata basis, which will generally be on balance with their teaching load.
- All staff will be provided with details - their teaching allocation, pastoral, co-curricular and additional responsibilities on an annual Staff Allotment Letter.
- All staff will be provided with Professional Learning opportunities to assist and support them in their roles.
- All teachers in new roles will be given a mentor and induction program.
- The school will endeavour to employ a range of flexible work options to enhance opportunities for teachers seeking such.

## 4. Structure

Under the current structure of the day, **a full teaching load** is as follows:

- Primary – Years P-5 (per two-week cycle)
  - 38.84 out of a possible 50 periods (65-minute periods)
- Secondary – Years 6-12 (per two-week cycle)
  - 36.34 out of a possible 50 periods (65-minute periods)

Under the current structure of the day, a **part-time teaching load** is based on pro-rata of a fulltime load and in accordance with individual employment conditions.

For part time teachers, determining the periods for which the staff member is not required at school is calculated on a pro-rata basis determined in accordance with their time fraction.

In the event of changes to the structure of the day, the total face to face teaching time may vary slightly.

## **5. Review**

This Policy will be reviewed annually by the Principal in consultation with the Deputy Principal – Teaching and Learning

This policy will only be reviewed prior to its intended review date if

- a) any legislative (or other) external influence suggests or makes a review necessary;
- b) any member of the School community makes a request for a review.

In either case, the review will commence within two weeks of term time.

## **6. Reference to other documentation:**

- Allotment Preferences Proforma
- Staff Allotment Letter