



Cranbourne Secondary College

WHILE WE LIVE WE GROW

STAFF ALLOTMENT POLICY

Statement of Belief:

The underlying expectation is that quality teaching occurs at all year levels in the school and should be reflect the Model of Good Teaching.

In any particular year, all staff should commit themselves to a team with a specific focus e.g. Junior School, Senior School or VCAL. The allotment process should support this focus by ensuring that a significant proportion of each staff member's allotment lies within a team.

While each staff member has a primary focus at any given time, the allocation of teaching allotments, we will endeavour to provide fair access to all programs and allow suitable rotation of different year levels and/or programs from year to year. Teachers are encouraged to experience teaching a range of year levels including VCE over time.

Guiding Principles:

1. That an even spread of experienced staff occurs at all year levels.
2. That over time a fair rotation of staff occurs at all levels including VCE, to ensure appropriate succession planning.
3. That Pastoral Care is highly valued at this school and teachers can anticipate being involved in the program as part of their teaching load, over time.
4. Teachers inexperienced in VCE or VCAL teaching should be encouraged to develop their skills for senior classes through coaching and mentoring programs.
5. That formal qualifications should be a factor in allocating staff within every specialist area.
6. Any teacher selected to teach in the senior school should expect that they may be required to teach Period 0.
7. Redemption classes should be staffed by appropriately skilled teachers able to support students in the organisation of their work and covering a range of subjects. Teachers who are involved in the Redemption program have a 2 period allocation within their allotment.

8. The appropriate Assistant Principal will oversee the allotment process, manage the Domain leaders' discussion of allotments, and review any grievance by staff based on the guiding principles above.
9. At the commencement of the allotment process, classroom teachers give an expression of interest to the Domain Leaders. These will always be given serious consideration, but it is not always possible to accommodate all the requests of staff due to the constraints of developing a timetable.
10. Each VDA leader should develop a set of draft allotments that balances the requests of the teachers and the needs of the school and the expectations of this Policy.
11. The draft allotments of the Domains are put together in a meeting with the Principal Class to ensure that the needs of the school are met.
12. Domain Leaders should present and discuss modified allotments with Domain staff to allow any concerns to be discussed or requests for review of allotments to be considered.
13. A second meeting of Domain Leaders and Principal Class will be held to make changes to allotments that may be necessary.
14. Domain Leaders should be provided with support and advice regarding how to discuss allotment matters with staff. They can at all times liaise with the relevant Assistant Principal.
15. Study Hall Provision is usually allocated to teachers who are under a full load. Some staff members will be allocated to Study Hall as part of their senior school responsibilities.
16. The Principal will remain involved in the allotment process and has the final decision. The Principal will keep the Consultative Committee informed through the process.