

Workforce Management Policy

- **Rationale:** Each year, teachers express an interest in teaching different areas of the school, or request to be retained in the same role for the following year. These requests must be considered in light of the school's Strategic and Workforce Management Plans and with the view to maximising student learning outcomes.

Aims

- To provide a fair and transparent process ensuring that the needs of all the students at Melton Primary School are met.
- To ensure that the best balance of staff skills, experience and abilities are spread across the school to enable all students to achieve success.

Implementation

1. A clearly defined, collaborative process for the allocation of teaching roles each year will lead to greater efficiency, increased understanding and satisfaction, and improved opportunities for learning.
2. While the allocation of staff to various teaching roles is ultimately the responsibility of the Principal, a collaborative process involving all teaching staff will be encouraged.
3. Workforce Management Planning will commence August/September of the previous year.
4. All staff teaching roles either generalist or as a specialist, allocated for the following school year are for a duration of 12 months. The role will then be reviewed at the end of each year.
5. Generalist classroom teachers are expected to change their role every 3-5 years. The Principal, in consultation with the Leadership Team, Consultative Committee and the wider staff, will take into consideration student enrolments when determining the Workforce Management Plan.
6. Expressions of interest will be sought for all the teaching staff for each of the teaching roles allocated.
7. Consideration will be given to each staff member's demonstrated ability, skill and experience to effectively carry out the duties of each position for which they apply, as well as the time they have spent in their current roles.

8. All staff members will be provided with professional learning opportunities that assist them to prepare to teach in different roles, and to adjust to new positions.
9. Consistent with many schools, teachers intending to request periods of leave in excess of two weeks will generally not be allocated to a Prep Class.
10. An employee may return to duty following leave including parental absence or LWOP as stipulated in the DEECD School Policies and Advisory Guide.
11. An employee may request to return to duty following parental absence or LWOP on a part-time basis until their last born child reaches school age to assist the employee in reconciling work and parental responsibilities. Any such request will be considered in the context of the Departments Flexible Work/Family/Life Balance Policy, and will only be refused where the request cannot be reasonably accommodated, having regards to the effect on the educational programs of the school based upon the annual Workforce Management Plan for the following or current year.
12. Where any staff member who is in ongoing full time employment desires to reduce in time fraction or desires extended periods of LWOP they must apply in writing to the Principal in the preceding year. If the change in time fraction or LWOP is approved it will only apply for a period of no more than 12 months. At the end of each 12 month period an extension must be requested in writing once again from the school Principal. The Principal's decision in granting any request for fractional time changes will be determined on the impact such changes have on the Workforce Management Plan.
13. Concerns regarding the allocation of teaching roles or the overall structure of classes must be directed to the Principal.
14. Time fraction reductions and days of work are determined by what is best for the students at Melton Primary School. The number of days and the actual days of work will be determined with consideration to school programs, the internal Professional Learning schedule and other meeting times.

Ratified by school council on