

<p><i>To ensure that teaching staff are consulted about the development and review of an allocation procedure.</i></p> <p><i>To ensure the requirements of the PTCA is met.</i></p>		<ul style="list-style-type: none"> • Teachers will agree, after consultation, on the manner of the application of the fixed term units, stating how they would fulfil the leadership related to the acceptance of the unit and how this would benefit students and staff teaching and learning within the school. • Staff will be appraised on their ability to fulfil their leadership commitment. • A fixed term unit may be split 2 ways for a shared responsibility- 2 terms of full payment per staff member. • Review of this procedure should take place every 12 months or at times of : <ol style="list-style-type: none"> 1. Staff turnover 2. Recruitment/ retention issues 3. New education initiatives 4. Changes to school's unit entitlement • Changes made to this procedure will be made after consultation with all members of the staff and the Board of Trustees. 	
Reviewed February 2015		Review date: February 2016(or at a time as indicated in points 1-4 above)	