

The purpose of this process is to:

- Allow teachers to express preferences for teaching allotments
- Ensure that all classes have a suitably qualified teacher allocated to them
- Minimise teachers having to teach outside their specific areas of training
- Ensure that the school's staffing resources are utilised in the most effective manner
- Provide opportunities for succession planning so that teachers will gain experience in multiple and/or specialist teaching areas and to develop greater flexibility for future staff deployment
- Provide a balance of preparation and correction workload for teachers across the school
- Ensure that all decision making about teaching allotments is made in the context of an open, clearly understood and accepted set of procedures

Preference and Selection Process

P-6 Campus

- P-6 staff will be advised of the range and number of positions available in the forthcoming year, including cross sector teaching
- Preference forms circulated with potential 'available' levels and areas identified
- where possible two or three years will be the optimal placement time to enable curriculum and professional development
- Position and role descriptions for these positions are available to staff
- Expressions of interest for specialist and year level positions will be sought early in term four, or as soon as decisions about classes are able to be made, via the preference form
- If there is more than one expression of interest for any position, staff who expressed interest in the position will be invited to submit a detailed application for the position
- Applications will be considered by a selection panel comprising the primary campus Assistant Principal and P-6 SubschooL Leader (as appropriate) and, where necessary, conduct interviews with applicants
- Applicants will be advised of the decision of the selection panel as soon as possible
- Final decisions will be forwarded to the Timetabler for action

7-12 Campus

- Principal will circulate staff profile/information sheet during term three to support work force planning
- KLA leaders indicate possible offerings with staffing suggestion
- 7-12 staff will be advised of the subjects and units that will be operating in the forthcoming semester or term as in case for 7-8
- Position and role descriptions for these positions are available to staff as necessary
- Expressions of interest for preferred teaching subjects and units will be sought early in term two/four, or as soon as decisions about classes are able to be made
- If there is more than one expression of interest for any subject or unit, relevant staff will be invited to submit a detailed application for the position
- Details of which teachers have applied for the same classes will be forwarded to the Timetabler who will alert the selection committee to any potential timetabling problems
- Applications will be considered by a selection panel comprising the secondary campus Assistant Principal and 7-12 SubschooL Leader (as appropriate) and, where necessary, conduct interviews with applicants
- Applicants will be advised of the decision of the selection panel as soon as possible
- Final decisions will be forwarded to the Timetabler for action

Grievance Procedure

- Any teacher who has a grievance regarding his or her teaching allotment will submit a written application for further consideration by the Consultative Committee & Leadership team

Assigning Teachers to Classes Procedures

- The Leadership Team will consider this as soon as possible and communicate their decision to the applicant as soon as possible
- Where the Consultative Committee & Leadership team are unable to make a decision, the final decision shall rest with the Principal