# Operational Policy: Homai Campus School Specialist/Therapist Workload Management (NAG 6)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) has a responsibility to ensure that specialist and therapist staff (including contractors) employed on the Homai Campus have an equitable, reasonable and safe workload that is regularly reviewed in consultation with the employee, to ensure the quality and effectiveness of service provision results in improved outcomes for ākonga.

Any review should ensure that the majority of a specialist or contracted staff’s time is in direct support to ākonga. This will be reflected in their timetables.

This policy directly links to the BLENNZ-MOE Homai Campus School Specialist Services Provider Agreement (Assessment & Analysis – A&A32) which states “workload management procedures are documented”.

## Policy Guidelines:

1. The allocation of work must be made by the appropriate line manager in consultation with either the staff member or the contracted agency, and must take into consideration the specialist’s or contractor’s skills and experience.

2. Any changes to the duties allocated must be made in consultation with the therapist or contractor. All reasonable attempts must be made to reach agreement on their workloads.

3. There must be a transparent and equitable process for allocating workloads.

4. The management of the workload must take into consideration the full range of duties undertaken. Duties must be:

* Specified in the job description
* Taken on as part of a pool of general staff within their team
* Taken on to cover vacancies within their team
* Taken on to aid colleagues during periods of high workload within their team.

 This will normally include:

* Face to face direct services to ākonga
* Attendance at IEPs/ITPs
* Administration relevant to the role, professional standards and BLENNZ expectations
* Supervision and/or peer support
* Liaison with other agencies
* Support and upskilling for colleagues
* Meeting with management.

5. Caseloads will be of a size that allows each specialist and/or contractor to:

* Provide appropriate and effective intervention
* Conduct assessments and evaluations
* Collaborate with teachers and parents
* Implement best practices within their specialised field
* Carry out related activities
* Complete the necessary paperwork and compliance tasks, within working hours.

6. In the event of a problem relating to or arising out of this policy or the allocation of a workload, the problem must be dealt with in accordance with BLENNZ procedures for dealing with employment issues.

## Supporting Documents:

BLENNZ-MOE Homai Campus School Specialist Services Provider Agreement

  5 August 2020

Approved: …………………………………. Date: ……………………..

 (Principal)