

ASSISTANT PRINCIPAL/LEADING TEACHER TENURE RENEWAL POLICY

Assistant Principal and Leading Teacher positions are tenured for periods of up to five years. Successful applicants will be employed on an ongoing basis with tenure in the position for the period as advertised. At the completion of the period of tenure, the Principal will determine whether the position is to be renewed, abolished or advertised. The Principal will take into consideration a number of factors, including:

- The College Strategic Plan and priorities
- Projected future enrolments
- The teacher's record of achievement
- The College Workforce Plan
- The structure of the College staffing profile
- A desire to broaden the applicant field
- A desire to increase the diversity within the leadership profile

During the College Review and Annual reporting processes the needs of the school are determined in consultation with the entire school community. These needs are reflected in resource management including the Workforce Plan.

Dialogue with Assistant Principal and Leading Teachers should start to take place six months before tenure expires to enable an Assistant Principal/Leading Teacher to plan his or her career direction.

Options:

- Tenure with current role/new role renewed for a period determined by the principal taking into account the above factors
- Tenure not renewed
- Position advertised for a period determined by the Principal taking into account the above factors

Where tenure is renewed the Assistant Principal/Leading Teacher should be informed in writing, including the period of renewal. In this case payroll action is not required, as the Leading Teacher's salary will continue.

Where the Principal determines not to renew the tenure or, is unable to reach agreement on the duration of the tenure, the Principal will advise the Assistant Principal/Leading Teacher of the decision in writing not less than three months before the expiry date of the tenure. Action will be taken to appoint the Assistant Principal/Leading Teacher to the rightful position as determined by the latest industrial agreement.

In exceptional circumstances, where issues emerge within the last three months of the tenure period, the Principal shall provide the maximum possible notice of non renewal.

A Leading Teacher who is not appointed to the Expert Teacher level at the conclusion of his or her tenure may seek a review in accordance with the relevant Teaching Service Order. A request for a review should be lodged with the Merit Protection Boards within fourteen days of the notification of the principal's decision. The grounds for review are set out in the relevant Teaching Service Order.

At the conclusion of any tenured period the decision relating to the position should be recorded and placed on the teacher's personal file with a copy provided to the teacher.

EVALUATION:

- This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances