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## Assistant Principal, Leading Teacher & Learning Specialist Tenure Renewal Policy

### Background

Assistant Principals, Leading Teachers and Learning Specialists are key members of the leadership team, and as such, have clear leadership responsibilities to bring about continuous improvement in both teaching capacity and targeted areas of student learning. All Assistant Principal, Leading Teacher and Learning Specialist positions have a limited tenure, which must be renewed, ended or modified at the end of the tenure period.

### Purpose

To:

- Optimise student learning outcomes by having the best and most appropriate staff available working in Assistant Principal, Leading Teacher and Learning Specialist roles in our school.
- Ensure advertising of Assistant Principal, Leading Teacher and Learning Specialist positions fits within the school workforce plan and follows DET employment policies.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

### Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- The core role of the Assistant Principal, Leading Teachers and Learning Specialists in our school is to improve student learning outcomes in areas identified in our school's strategic plan through the development of staff.
- While their focus is on the introduction of changes in methods and approaches to teaching and learning, the Assistant Principal, Leading Teachers and Learning Specialists will also be responsible for the management and leadership of specific areas of the curriculum.
- The Principal is responsible for making decisions relating to the number, roles and tenure of the Assistant Principal, Leading Teachers and Learning Specialist.
- These positions are tenured for periods of up to five years. The Assistant Principal, Leading Teachers and Learning Specialists 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, ended or advertised.
- The Principal's course of action may be influenced by a number of factors including, changes in the workforce plan, changes in the structure of the school's staffing profile, changes to the school strategic plan, a desire to broaden the applicant field, a desire to increase leadership diversity, or a change in the work value of the position.



### Assistant Principal

In determining whether an Assistant Principal's contract is to be renewed the following process will apply:

- Not less than **six months** prior to the expiration of the Assistant Principal's existing contract of employment (unless otherwise agreed), the Principal will meet face-to-face with the Assistant Principal to confer with the view to reaching agreement as to whether the Assistant Principal shall be re-appointed for a further period.
- The outcome of this meeting will be:
  - The contract of employment will be renewed for a specified period of time of up to five years, or
  - The Principal advises that issues of concern exist which may affect contract renewal and that the Assistant Principal has the opportunity to respond to these issues. In this case the advice provided by the Principal to the Assistant Principal shall be in writing and will outline the issues which are of concern. The Assistant Principal will have an agreed period to respond in writing to the issues raised by the Principal. The Principal will, in deciding whether to renew a contract, consider the issues raised and any response of the Assistant Principal to these issues, or
  - The Principal and the Assistant Principal cannot agree on renewal and the position will be advertised.
- In accordance with the contract of employment the Principal and the Assistant Principal will, no later than 4 months (or such other time as agreed) prior to the expiration of the contract, inform each other of their decision.
- Where there is no substantive Principal or a Principal is not in charge of the school the Regional Director will make appropriate arrangements for the contract renewal process for the Assistant Principal.

### Leading Teachers/Learning Specialists

- Not less than **three months** prior to the completion of the period of tenure the Principal will meet with the Leading Teacher/Learning Specialist to discuss the tenure renewal decision. The Leading Teacher/Learning Specialist may wish to bring a colleague to this meeting.
- The outcome of this meeting will be one of the following:
  - The tenure will be renewed for a specified period of up to five years;
  - The tenure will not be renewed and the position will be advertised and the leading teacher/learning specialist may apply for the position; or
  - The tenure will not be renewed and the position will be abolished.
- Where tenure is renewed the Leading Teacher/Learning Specialist will be informed in writing, including the period of renewal.
- Where the Principal determines not to renew the tenure, the Principal will advise the Leading Teacher/Learning Specialist of the decision in writing not less than two months before the expiry date of the tenure and that action will be taken to appoint the Leading teacher/Learning Specialist as a classroom teacher within the school at the maximum salary level.
- At the conclusion of any tenured period the decision relating to the position will be recorded and placed on the teacher's personal file using the form below, with a copy provided to the teacher.
- More information can be found at:  
[https://www.education.vic.gov.au/hrweb/careers/Pages/lteac.aspx?mc\\_cid=c9ec6a93df&mc\\_eid=d471183936](https://www.education.vic.gov.au/hrweb/careers/Pages/lteac.aspx?mc_cid=c9ec6a93df&mc_eid=d471183936)



**Evaluation**

This policy will be reviewed as part of the school's three-year cycle or as needed to comply with DET policy changes.

**Certification**

This policy was endorsed by School Council at the meeting held on 14 August 2018.

Signed.....

*Principal*

Signed.....

*School Council President*



### Leading Teacher/Learning Specialist Renewal/Non-Renewal

This form is to be used to document the outcome of a decision to renew or not renew the tenure of a leading teacher/learning specialist. All documentation in relation to the renewal decision should be placed on the employee's personnel file with a copy provided to the employee.

Information in relation to leading teacher/learning specialist tenure renewal is available at: [Leading Teachers and Learning Specialists](http://www.education.vic.gov.au/hrweb/careers/Pages/lteac.aspx) (<http://www.education.vic.gov.au/hrweb/careers/Pages/lteac.aspx>)

EMPLOYEE DETAILS	
Family name:	Given name(s):
Employee ID:	School name:
TENURE RENEWAL DECISION	
The teacher's tenure is: Renewed <input type="checkbox"/> Not renewed <input type="checkbox"/>	
IF TENURE IS RENEWED	
Date of commencement of new period of tenure	Date: ___ / ___ / ___
End date of new period of tenure	Date: ___ / ___ / ___
IF TENURE IS NOT RENEWED	
Date teacher advised of non-renewal decision	Date: ___ / ___ / ___
Effective date of reduction to classroom teacher (2-6)	Date: ___ / ___ / ___
PRINCIPAL'S SIGNATURE	
Principal's name .....	
Principal's signature.....	Date: ___ / ___ / ___