



Leading Teacher Tenure Renewal Policy

Background

Leading Teachers 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 Leading Teacher 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 Leading Teacher roles in our school
- Ensure advertising of Leading Teacher 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 Leading Teachers 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, Leading Teachers 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 Leading Teachers.
- Leading Teacher positions are tenured for periods of up to five years. Leading Teachers 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 Leading Teacher 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
- In considering the renewal of Leading Teacher positions, the Principal will inform all staff of the proposed Leading Teacher structure, including the reasoning supporting the proposal.
- The Principal will then discuss with the Consultative Team as appropriate before deciding upon a course of action. This consultative period and subsequent period of action must ensure a reasonable timeframe is provided to incumbent Leading Teachers to consider and plan their respective career directions.
- The Principal will form a panel and undertake action in relation to the tenure of each Leading Teacher position not less than three months before the expiry date of the tenure.



- 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 Leading Teacher of the decision in writing no less than three months before the expiry date of the tenure and that action will be taken to appoint the Leading Teacher as an expert 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.

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 15 May 2018.

Signed.....

Principal

Signed.....

School Council President



LEADING TEACHER TENURE RENEWAL/NON RENEWAL

This form will be used to document the outcome of a decision to renew or not renew the tenure of a Leading Teacher. All documentation in relation to the renewal decision will be placed on the employee's personal file with a copy provided to the employee.

Employee Details	
Family Name:	Given Name(s):
Employee ID Number:	School:

Tenure renewal decision	
The Leading 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 <i>expert teacher</i> (E-4)	Date ___/___/___

Principal's Signature	
Principal's name	
Principal's signature	
Date ___/___/___	