Tenure Renewal Policy – Leading Teachers

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<th>Date Implemented</th>
<th>15th June 2016</th>
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RATIONAL
Teachers make a significant difference to the live and interests of children. An environment where – the contribution that a teacher makes to the education of children and the life of a school is recognised; school expectations are clearly stated; and professional development objectives and priorities are effectively identified – is essential in positively influencing teachers’ professional growth and development.

The Leading Teacher class is categorised as:

- Teaching Class Range 3 – Leading Teacher – Step 1
- Teaching Class Range 3 – Leading Teacher – Step 2

The work of all teachers, including Leading Teachers and Classroom Teacher Range 1 and Range 2, involves the preparation of strategies for the development of knowledge and skills and the delivery of programs to students.

OBJECTIVES
The objective of leading teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools, and to improve the curriculum program of a school.

Leading teachers are responsible for demonstrating and modelling an outstanding level of teaching.

Leading teachers are expected to make a significant contribution to policy development relating to teaching and learning in the school. They also manage major curriculum or student activities across the school with a degree of independence.
A leading teacher has a direct impact and influence on the achievement of the school goals. These teachers provide professional support to teaching staff.

Leading teachers are usually responsible for the implementation of one or more priorities contained in the College’s Strategic Plan. Typically, leading teachers are responsible for coordinating a large number of staff to achieve improvements in teaching and learning. Their focus is on the introduction of changes in methods and approaches to teaching and learning. However, they will also be responsible for the management and leadership of a significant area or function within the school to ensure the effective development, provision and evaluation of the school’s education program.

It is the College Principal’s responsibility to have the optimal workforce structure to implement the College strategic goals. Workforce planning requires review of the workforce structure, including the leadership profile and / or staffing structure to meet the changing situations within the College now and in the future. Factors which could lead to changes in the leadership profile and / or structure may include the following:

- Changes in the workforce plan
- Changes in the structure of the College’s leadership / staffing profile
- Changes in College’s strategic goals and priorities
- Funding within the School Global Budget / SRP and / or locally raised funds
- A desire to broaden the applicant field
- A desire to increase the diversity of positions within the leadership profile.

POLICY
That each Leading Teacher position be considered in terms of renewal, advertisement or abolition following consideration of the factors that may determine the course of action.

IMPLEMENTATION
1. The College Principal, in consultation with members of the Leadership Team, Consultative Committee and staff, will determine the direction and status of the position. Appropriate advice shall be sought where required. The College Principal having consideration of the College’s needs will make the final decision in all these matters. The options available to the College Principal within this process are:
   - renewal of tenure for a period of between 1 – 5 years
   - advertisement of the position (at the same or different time fraction), which will be linked to the College’s Strategic Plan and DET Education State priorities
   - abolishing the position.
2. At least four months prior to the expiration of the period of tenure, the College Principal and the Leading Teacher shall meet to:
   - ensure clarification of the local procedures for Leading Teacher tenure renewal / non-renewal
   - examine the future of the position. The Leading Teacher may wish to have a colleague present at this meeting.
3. The Leading Teacher shall be advised in writing no later than three months prior to the expiration of the period of tenure of the College Principal’s decision regarding renewal of tenure. In exceptional circumstances, where issues emerge within the last three months of the tenure period, the Principal will provide the maximum possible notice of non-renewal.
4. Where the College Principal determines not to renew the tenure, he / she 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 a classroom teacher within the school at the maximum salary level.
5. The teacher shall be informed in writing of the decision taken and the implications of the decision. A copy shall be placed on the teacher’s personal file.

EXPECTATIONS
- This policy will be reviewed as part of the College’s review cycle.

1. This policy will be made available to staff.
2. This policy was ratified by College Council on 15/06/2016