Rationale

* Where the tenure of a leading teacher position is due to conclude, the Principal may decide to:
* renew the tenure of the leading teacher for a further period of up to 5 years
* advertise the position
* abolish the position.
* The range of factors which may influence the course of action to be taken include
* changes in the workforce plan
* changes in the structure of the school’s staffing profile
* changes to school strategic plan
* a desire to broaden the applicant field
* a desire to increase the diversity within the leadership profile
* a change in the work value of the position.

Aims

* To ensure staff at Charles La Trobe P-12 College understand the policy in relation to renewal of tenure, or otherwise, of Leading Teacher positions.
* To ensure Leading Teacher positions are considered in terms of renewal, advertisement or abolition following consideration of the factors set out above.

Implementation

* Six months prior to the expiration of any Leading Teacher position, the need for the position will be reviewed using the school’s consultative framework.
* Where it is determined that a position be abolished, the incumbent shall be informed no later than four months before the expiration of the tenure. It is considered that this provides reasonable time for the incumbent to explore leadership opportunities elsewhere if he/she wishes to continue in a leadership role.
* Where it is determined that the position is to be renewed, the following will apply:
* Not less than four months prior to the expiry date of the Leading Teacher’s tenure, the Principal will meet with him/her to discuss tenure renewal. The Leading Teacher may wish to have a colleague present at 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 Principal and the Leading Teacher cannot agree on renewal (the length of time) and the position is to be advertised.
* Where tenure is renewed the Leading Teacher will be informed in writing, including the period of renewal.
* 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 not less than four 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.
* In exceptional circumstances, where issues emerge within the last four months of the tenure period, the Principal shall provide the maximum possible notice of non-renewal.
* At the conclusion of any tenured period the [decision](http://www.eduweb.vic.gov.au/edulibrary/public/hr/procedures/LEADTEACHTRENPR.doc) relating to the position will be recorded and placed on the teacher’s personnel file with a copy provided to the teacher.

Grievances

A Leading Teacher may seek a review of the renewal decision through the Merit Protection Boards in accordance with the appropriate [Ministerial Order](http://www.eduweb.vic.gov.au/edulibrary/public/hr/policy/Ministerial_Order_199.pdf). The only grounds for review of a non-renewal decision are that the renewal process was procedurally deficient or that the decision is demonstrably inconsistent with the evidence presented. The Merit Protection Boards will either:

* disallow the grievance and confirm the renewal decision; or
* uphold the grievance and direct that the procedural deficiency in the renewal process be corrected; or
* uphold the grievance and direct that the renewal decision be reconsidered.

Evaluation

This policy will be reviewed as part of NSA’s three-year review cycle (January 2018) or if guidelines change.

Ratification

This policy was ratified by the School Council on 15th February, 2018.

References

DET – Human Resources, <http://www.education.vic.gov.au/school/principals/hr/Pages/default.aspx>