Doncaster Gardens Primary School
Management – Tenure Policy

Philosophical Basis:

Principals are responsible for the contract renewal process or otherwise for Assistant Principals/Leading Teachers. The renewal of tenure will be decided by the Principal after taking all factors into account and will reflect the best needs of the school.

Guidelines:

- Procedure for the renewal of tenure shall be in accordance with the appropriate Teaching Service Orders and the Merit Protection Board.
- Where the tenure of a position is due to conclude the Principal may decide to renew the tenure, advertise the position or abolish the position.
- The Principal’s course of action may be influenced by any number of factors such as changes in the workforce plan, changes in the structure of the leadership profile, changes to school strategic plan goals and priorities, an inability to fund the position within the budget, a desire to broaden the applicant field or a desire to increase the diversity within the leadership profile.

Implementation:

- In determining whether a contract is to be renewed, the Principal will meet with the Assistant Principal/Leading Teacher, not less than six months prior to the expiration of the existing contract of employment, to confer with the view to reaching agreement as to whether the Assistant Principal/Leading Teacher shall be re-appointed for a further period.
- If the Principal advises that issues of concern exist that may affect contract renewal then these shall be outlined in writing.
- The Assistant Principal/Leading Teacher will have an agreed period to respond in writing to the issues raised by the Principal.
- The Principal will consider the issues raised and any response to these issues in deciding whether to renew the contract.
- A decision will be reached no later than four months (or such time as agreed) prior to the expiration of the contract.
- If a contract is not renewed, the teacher remains on the staff at the school in a lower classification.

Evaluation:

- Ongoing evaluation of the renewal procedure to ensure that it complies with current guidelines outlined in the Teaching Service Orders and from the Merit Protection Board.
- This policy will be reviewed every three years as part of the policy review cycle.

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