



STAFF LEADERSHIP – POSITIONS OF RESPONSIBILITY POLICY

DATE: 4 DECEMBER 2007

INTRODUCTION

The College acknowledges the importance of providing leadership opportunities for staff and recognizes the benefits this provides for the individuals and also the school itself.

The Principal is responsible for the selection and appointment of staff to leadership positions. Consultation is an essential part of the process (see below). The Principal is also responsible for the determination of POR levels and duties.

St. Paul's is also fully supportive of Clause 27 (Leadership Development for Teachers) of the SA Catholic Schools Enterprise Agreement 2001. The following points in particular are important:

“To that end it is agreed that such positions should be filled on merit having regard to the school's needs and personal attributes.” (27.1)

“To ensure confidence in the 'leadership' concept, staff should be kept informed about the process to be used in the filling of any leadership position.” (27.2)

POSITIONS OF RESPONSIBILITY

1. The number of Positions of Responsibility is determined by the Principal. Consultation (College Leadership Team; individual staff and/or groups of staff etc) is an important part of the process.
2. Staff are invited to apply for leadership positions when they arise. (POR Level 1 to Level 3. Level 4 is also publicized externally). These are publicized in the weekly Staff Bulletin; on the staffroom noticeboard and verbally.
3. The role and person details; process including details of the interview panel, timeline etc are available to all interested staff.
4. The Principal will convene an interview panel (usually consisting of the Principal and/or other member(s) of the College Leadership Team and may include staff representatives) to make a recommendation re: appointment.
5. A review including consultation with staff, will take place in the semester prior to the expiration of the term of the POR.
6. An updated list of all POR's is publicized at the beginning of each year in the Staff Handbook, Staff Bulletin and College Newsletter.