



HIGHVIEW COLLEGE STAFF POSITIONS OF RESPONSIBILITY (PORS)

Person Responsible – The Principal

(Reviewed in even years)

Rationale

To provide clarity for staff in regard to the tenure, process and flexibility of Positions of Responsibility.

Aims

To provide staff with support to pursue responsibilities of interest, which are beneficial to the College.

Implementation

There is a range of Positions of Responsibility at Highview College that are acknowledged, either through time allowances or monetary allowances, or both. The School makes a significant commitment to providing staff with leadership opportunities. All positions are open to all staff with relevant skills and experience. Staff members are also invited to propose projects which they believe will be beneficial to the College.

The specific nature of each role may well change over time and in response to changing priorities, conditions and technologies. Staff holding positions of responsibility will amend position descriptions in consultation with the Principal, to reflect the scope of their tasks. Positions will change, as the talents and expertise of staff change.

All Highview teaching staff accepting Positions of Responsibility retain their status as per their employment contract, whenever they cease that Position of Responsibility.

All Positions of Responsibility will be advertised to existing staff, and may also be advertised externally. Tenures vary. Interviews will be held as necessary. Generally, to allow for timetabling, known positions for the following year will be advertised at the end of Term 2 and applicants advised by the end of Term 3. Where possible, timelines will be shorter.

Note

The Principal has the discretion to extend the tenure of a Position of Responsibility or to alter the allowance/s as appropriate, prior to and sometimes within the contracted period of a Position of Responsibility, when beneficial to the incumbent or in the best interests of the School. Staff are under no duress to accept a Position of Responsibility. If a preferred candidate decides not to accept a Position of Responsibility, the Position is not automatically awarded to another candidate.

Regardless of the number of times an individual may successfully apply for a Position of Responsibility each role has a short-term tenure and each role is available to all appropriate staff whenever it is readvertised.

Policy developed by Melinda Scash - 2017
Policy reviewed by Melinda Scash – 2018
Due for Review – March 2020