



PRINCIPAL'S CAREER STRUCTURE ALLOWANCE PROCEDURE

RATIONALE:

The Principal is entitled to the established career structure allowances in the course of their employment.

The career structure is deemed to encourage and recognise individual professional growth, leadership and contribution to being a Principal.

GUIDELINES:

1. The career structure is aligned to the Ministry of Education, NZEI, PPTA and NZ School Trustees Association career pathway agreement that recognises expertise in Principalship.
2. The career structure has the following steps: (Specific reference to each relevant professional criteria is available through any of the MOE/NZEI/PPTA/STA Guidelines)
 - **Beginning Principal** - less than 3 years' service – No additional allowance
 - **Developing Principal** – (Has acquired the early skills of a Principal) - minimum of 3 years as a Principal
 - **Experienced Principal** – (Applies leadership skills) – minimum of 6 years' service
 - **Leading Principal** – (Shares leadership skills in other settings as well as own school) – minimum of 9 years' service
3. The Board of Trustees Chair and the Principal need to confirm the professional criteria required for each career structure step as it arises.
4. Once agreement has been reached at each career structure stage then application to MOE payroll services is furnished using the appropriate MOE standardised application form.

PRINCIPAL'S CAREER STRUCTURE CRITERIA

1. Meets the relevant length of service criteria.
2. Meets the requirements of the respective Principals Collective Agreement.
3. Has had a Performance Review in the past 12 months.
4. Ensure the Board of Trustees through the Board Chair affirms that the relevant criteria have been met.
5. Ensure that a body of evidence is available through establishing a performance management agreement with the Board and an annual review of performance displays suitable evidence.
6. Ensure that the performance management process is aligned to the MOE Professional Standards for Principals.

7. Teaching Principals in addition must meet the Teaching Professional Standards and Registered Teacher Criteria.
8. It is strongly advised to use an external ***Education Consultant*** to carry out the review of the Principal's performance.

Review Responsibility: *BOT Chair, Principal & Independent Consultant*

Date Confirmed: 19 May 2021

Board Chair: *Agnes Magombedze*

Principal: *Karla Mitchell*