

# SUCCESSION PLANNING

## POLICY

### **Rationale:**

High quality organisations and institutions guard against loss of skill and experience by succession planning and targeted staff development. Succession planning also builds morale and unity.

### **Aims:**

To build an organisation that values and actively encourages the sharing of skills, knowledge and experiences with a view to future succession and staff replacement.

### **Implementation:**

- School Council acknowledges the value of highly skilled staff and consequently invests significant funds each year in the professional development of all staff members.
- As a result staff who leave our school take with them a unique combination of skills, knowledge and experiences.
- School Council seeks to minimise the impact of departing staff by ensuring their skills are learned and known by others.
- It is therefore an expectation of all staff that they share their expertise, are active participants in mentoring programs, and are both willing teachers and learners.
- The school does not value 'experts' who choose not to share their 'expertise'. The school highly values experienced and skilled staff members who share their abilities with others.
- As part of each staff member's individual professional development plan, staff will be provided with the opportunity to learn aspects of another staff member's role.
- A planned, targeted and resourced mentoring program will be available at our school.
- Principal class members and members of the leadership team have a responsibility to identify potential school leaders and to encourage their development through in-school or external professional leadership development.
- Staff who attend professional development are required to report their experiences to others at general staff meetings.
- A School Council budget for teacher release etc will assist staff to broaden their skills.
- Staff are encouraged to visit and to learn from staff at other schools.
- Staff who become aware they will be leaving the school have an obligation to train others in areas of expertise as appropriate.

### **Evaluation:**

Staff opinions regarding professional development opportunities form part of the school's annual Staff Opinion Survey.

This policy was last ratified by School Council on....

**March 2015**