

## Succession Planning Grid for Schools

### Purpose

To identify potential successors for key roles and assess their readiness, ensuring smooth leadership continuity and supporting staff development.

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| Department | Current Role Holder | Potential Successor(s) | Readiness Level | Development Needs | Timeline for Readiness | Next Steps |
|------------|---------------------|------------------------|-----------------|-------------------|------------------------|------------|
|            |                     |                        |                 |                   |                        |            |

- **Readiness Levels Explained**

**Level**            **Definition**

**Ready Now**    Fully equipped to step into the role immediately

**Near Ready**    Needs some experience or development (within 6–12 months)

**Long-Term**     Promising but needs extensive development (1–3 years)

**Not Assessed** Not yet evaluated for leadership potential

- **Steps to Build Your Succession Plan**

1. **List All Leadership Positions**

Include academic heads, coordinators, department leads, and admin supervisors.

2. **Identify Successors**

Name one or more high-potential staff members per role.

3. **Assess Readiness**

Use performance reviews, peer feedback, and leadership qualities.

4. **Document Development Needs**

Training, mentorship, shadowing, or project leadership.

5. **Plan Timelines**

Estimate how soon successors can be ready with support.

6. **Define Next Steps**

Concrete actions: assign leadership tasks, enroll in CPD, set mentorship.