



## SUCCESSION PLANNING POLICY

Revised: Autumn 2020  
Next revision : Autumn 2022

### DEFINITIONS

The following terms shall have the following meanings for the purposes of this document: -

**the School** means Clifton All Saints Academy  
**PCC** means the Parochial Church Council

### PURPOSE

This policy sets out the objectives and actions that are in place for the effective delivery of succession planning.

It is recognised that successful succession planning is about the:

- Effective recruitment of new staff.
- Nurturing and the professional development of existing staff.
- Effective recruitment of new governors.
- Nurturing and professional development of existing governors.

### RECRUITMENT OF NEW TEACHING STAFF

It is recognised by the School Governing Body that attracting the best candidates for new positions within the School will enable the School to be in the best possible situation to continue its delivery of outstanding education to children in the local community.

In the event of a teaching vacancy (including Deputy Headteacher and Teaching Assistants) the Headteacher will take responsibility for recruiting new staff with the assistance of a minimum of one Governor and a maximum of two Governors as nominated by the Governing Body who will assist with short listing and interviewing of candidates.

### RECRUITMENT OF HEADTEACHER

In the event of a Headteacher vacancy the Governing Body will appoint a working group of Governors to a maximum of five (including the Chair and Vice-Chair of Governors, Performance Management Governor, Head of Management Committee and one other nominated Governor) to be responsible for the recruitment of the position.

The working group may be advised by the Headteacher, Teaching School Representative or Diocesan Officer as required and will report back to the Full Governing Body at each meeting during the recruitment process.

The Governor working group will take responsibility for developing:

- Selection criteria for the post of Headteacher to form part of the candidate information pack.
- A timetable for the recruitment process and within that process opportunities for the candidates to meet the existing staff and children, the Governing Body and a maximum of two representatives from the PCC.
- Preparing recruitment material (including candidate information pack, advertisements, letters of acknowledgement and progress on application to all candidates) and ensuring recruitment material is available on-line and that applications can be made on-line.
- Arranging and attending any informal visits made by candidates to the School.
- Preparing for, organising and attending interviews with the candidates.
- Preparing a welcome and induction programme for the successful candidate which will include a handover checklist.

The Full Governing Body will be advised of the outcome of the interview process and will meet to ratify the appointment. The Chair of Governors will be responsible for advising candidates in writing of their success or otherwise and will appoint the Headteacher in writing following on from the ratification of the Full Governing Body. The Chair of Governors will invite the appointee into school to discuss and agree induction arrangements. The existing Headteacher and Deputy Headteacher will make available the documents contained in the handover checklist and work with the appointee to ensure a smooth and effective handover.

### **PROFESSIONAL DEVELOPMENT OF EXISTING STAFF**

The Governing Body and the Headteacher recognise the importance of developing leadership talent within the School. Developing leadership talent is achieved through collective leadership, decision making and responsibility. The Headteacher will ensure these objectives are met through an open approach to management:

- Collective problem sharing and problem solving with staff and Governors.
- Collective decisions about long, medium and short-term planning involving both Governors and staff in joint planning for the future.
- Developing a culture of shared responsibility by all teaching and non-teaching staff
- For all members of staff through performance management identifying areas of professional development and enabling training for that development.
- Through performance management ensuring that new responsibilities are taken, supported through professional development and properly rewarded in line with national salary agreements.
- Ensure Guidance is available for all staff about progression to headship.
- Provide opportunities for work shadowing, secondments and temporary job swaps where possible to enable leadership development.

### **RECRUITMENT OF NEW GOVERNORS**

The Governing Body recognises that as part of the leadership team of the School nurturing new Governors will be critical to the successful management of the School.

The following objectives will be met:

- All new Governors are made welcome and supported in their development through the provision of an induction pack and a “mentor” (a more experienced Governor who can support by answering questions, providing briefings on specific matters as they arise, and explaining material provided at the School Governing Body meetings in advance if required).
- All new Governors will attend induction training organised by the local education authority, except where previous experience negates the need e.g. former Headteacher.
- Governing Body identifies those with potential leadership capability early on and nurtures that capability through specific responsibility and training.
- Ensure that new Governors contribute to the effectiveness of the Governing Body (discussions with mentors as to what has gone well/not gone well).

A Governor resigning from the Governing Body will, where possible, give at least 2 terms notice to enable the effective recruitment of a replacement Governor.

### **PROFESSIONAL DEVELOPMENT OF EXISTING GOVERNORS**

All appointed Governors are committed to continued training and development and will attend at least one training course each academic year based on their roles and responsibilities within the Governing Body or interests that will enable their role and leadership capability within the Governing Body to be developed. A report back to the Governing Body will be made by each Governor (either verbally or in writing). The Clerk to the Governing Body will keep a record of annual attendance which will be attached to the agenda for the last meeting of the academic school year. Governors will advise the Clerk of their training as it is completed.