



## Progression and Succession Planning Template

### ***Introduction***

Career intentions are a key part of the ASE RISE Survey for two reasons:

1. Teachers who understand their career intentions are more likely to be satisfied with their job.
2. Science department leaders can plan strategically for the development and growth of their department.

Using the data from the ASE RISE Autumn Survey, you will have an indication of the career plans of some of your department. Aiming to maintain a balance in a science department is good practice. However it can be hard to manage when there is a high turnover of staff.

### ***Possible actions to keep teaching staff***

There are a number of things that can be done to support a member of staff who is thinking of leaving:

- Discuss the situation with your line manager
- Consider small changes that can be made to improve job satisfaction or career intentions.
- Consider other changes such as flexible working, going part-time.

### ***Succession planning and handovers***

When there are known changes ahead, such as retirement, it is useful to plan for succession such as getting someone within the department ready to take over that role or at least put in place a hand over period.

### ***Using the Progression and Succession Planning Template***

Using the template on the following page in conjunction with your data from the RISE survey - and (potentially) the outcomes of any activities around the Individual Career Planner - you can establish a department-wide response plan that can inform future departmental decision-making and processes. It is important to note that different situations and contexts might require require different considerations:

#### **High staff turnover**

- First steps will be to establish some stability through responding to the particular issues highlighted in the ASE RISE Autumn Survey.
- Make a three-year plan to stabilise the science department.

#### **Average to low staff Turnover**

- Consider your response to other potential matters arising from the ASE RISE Autumn Survey.
- Address those who considering leaving through one-to-one meetings, discussing career options and opportunities within the department and school.
- Work with your line manager to plan for and support both existing and potential new staff.
- Make a long-term, 3-5 year plan for progression and succession.

