



Active Insight: Evidence in Action



Tip #1136: Developing Staff Succession Opportunities

Overview

Strong programs are often built around the expertise of a small number of committed teachers, which creates a vulnerability when those staff move on. Deliberate succession planning distributes knowledge, builds shared ownership of programs, and ensures that the quality of physical activity opportunities for students does not depend on any single person remaining in the role. Schools that invest in staff succession create more resilient programs and give newer teachers a clear pathway to develop their own leadership capability.

Key Teaching Ideas

Succession planning works best when it is treated as ongoing professional development. Teachers can begin by documenting the systems, contacts, and program structures that currently exist only in their heads, creating shared resources that any staff member can access. Co-coordination roles, where a newer teacher works alongside an experienced one to run a program, provide practical on-the-job learning that formal training rarely replicates. Shared digital portfolios that capture program planning, risk assessments, and community contacts make it straightforward for another teacher to step into a role with confidence. Regular team debriefs after major events build collective knowledge and surface improvements that can be embedded before the next cycle.

Practical Application

- **Co-Coordination Roles:** Pair a newer teacher with an experienced staff member to jointly run a program, giving the newer teacher hands-on experience in planning, logistics, and student management.
- **Shared Digital Portfolios:** Build a shared folder containing program plans, risk assessments, community contacts, and equipment inventories so that any staff member can access what they need to run a program.
- **Post-Event Debriefs:** Hold brief team reviews after carnivals and extracurricular events to capture what worked, what needs adjustment, and who is ready to take on more responsibility next time.



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- **Role Rotation:** Rotate coordination responsibilities for lunchtime activities and extracurricular programs across the HPE team so that multiple staff develop familiarity with each program.
- **Mentoring New Staff:** Assign experienced teachers as mentors for new staff in their first year, with a specific focus on extracurricular program management and community liaison.

Next Steps

Teachers building staff succession and shared leadership in HPE can find practical resources on the [Active Education Australia website](https://activeeducationaustralia.edu.au).