



Supervision and Appraisal Policy

Policy statement

Research in motivation has shown consistently that excellent managers do three things with their staff. They communicate with their staff regularly, discuss achievements and problems. Set specific, achievable but stretching objectives by ensuring opportunities for learning and development. Effective Supervision facilitates these activities.

It is the policy of the setting that all staff receive regular individual Supervision time.

Responsibility

The management is responsible for ensuring the implementation of the Policy and that arrangements are in place to ensure adequate staff supervision and team meetings. Managers are responsible for providing supervision for the staff and for keeping records. Members of staff have a duty to participate and contribute actively in supervision and team meetings.

Supervision

Supervision is sometimes seen as a continuous process, it also refers specifically to meetings between a manager and an individual member of staff that are planned and provided to an agenda. Outcomes agreed, actions and any other important matters of discussion are recorded.

The focus of the Supervision may vary depending on circumstances and the particular needs of individual staff. However it must always be seen as a two way process, allowing for free discussion of any aspect of work or development, which either the manager or the individual member of staff may wish to raise. It will ensure:

- An agreed set of clear specific objectives for each member of staff, appropriate to role and attainability
- Explicit standards of performance and conduct, reflecting the core values and ethos of the setting
- Learning resources and opportunities, including guidance or coaching where necessary for the achievement of the agreed work, performance and development.
- Encouragement and support in the achievement of objectives and learning

- Opportunities for joint feedback and reflection on any aspect of the work or working relationships and to explore new ideas and solve problems
- The joint review of progress, feedback and recognition of achievements and any adjustment to agreed goals and target that becomes necessary
- Review and management of the contract of employment. That is induction, probation, term of contract and where appropriate contract renewal, annual leave, work/life balance, flexible working.

Frequency and Duration

the pattern and frequency of supervision may also vary depending on circumstances but the minimum should be three meetings a year, of which one will be an observation supervision and one will be an end of year review. Supervision meetings will normally last for an hour. It will be planned, dates given in advance to staff to ensure that they have appropriate time to prepare and value is placed on the activity.

Performance and Development Review

Supervision meetings are the basis of the cycle of performance and development review. The main features are:

- Preparation and agreement of a performance and development plan for the year ahead
- Agreement about how performance and development plans will be evidenced, reviewed and supported during the year.
- An annual interview between the manager and staff member to review performance and development and agree forward plans.

Records

Supervision meetings are part of a formal process and so should follow an agreed agenda. The agenda must include Health and Safety, wellbeing, training attended a review of work practice and agreed practice and agreed actions to be undertaken by the next supervision meeting. A brief record must be made of agreed outcomes and of any other matter that either party wishes to record. The record should include any matters of disagreement that were not resolved in the course of the supervision meeting. Either party may make the record but the manager is responsible for ensuring that it is made, signed by both parties and kept as a permanent and confidential record, filed in the member of staffs file. Access to the records is restricted to the manager the staff member but there will be occasions when the manager may refer to records in consultations with a senior manager or in matters of a disciplinary audit.

Monitoring and Review

Managers and staff are encouraged to assess the provision and effectiveness of supervision with reference to this policy as a regular part of each process. The policy will be reviewed for adequacy and implementation.

Supervision Standards

Managers should ensure that supervision is received by staff, that it takes place at least 3 times a year. The supervision is planned in advance and takes place in private, with only the manager and staff member present (accept otherwise by agreement). Follows agreed agenda and ensures records of outcomes and important matters of discussion are made and kept confidentially in the filing cabinet. The supervision provides an agreement of clear objectives and success criteria, standards of performance and conduct and reinforcement of core values, identification of resources, development and learning necessary for the achievement of agreed objectiveness and development. Opportunities for joint feedback and reflection on any aspect of the work or working relationships and to explore new ideas and solve problems. Two way review and feedback including the recognition of achievements and the adjustment of goals and targets necessary in the light of joint experience.

Signed on behalf of Tiny Feet Preschool _____ date: _____

Name of Signatory _____

Role of Signatory _____