

Little Trinity Ltd  
**Supervision and Appraisal Policy**

**DATE:** May 2015

**REVIEW DATE:** May 2016

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At Little Trinity Nursery we offer staff opportunities to receive supervision and appraisals to support and develop their professional skills.

**Supervision**

Supervision gives the opportunity for managers and staff to meet regularly and raise workplace issues and concerns in a supportive environment. This includes planned one to one meetings and unplanned supervision. It can be individual, group or peer to peer. In early years, it will focus on children's safety, wellbeing and learning, alongside giving opportunities for the supervisee to discuss training and other professional development needs.

Supervision will provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness.

Little Trinity Nursery will consider the four functions of supervision:

**1. Management (Competent accountable performance/ practice)**

This relates to accountability and work being at a satisfactory level and is supported by;

- The quality of the supervisee's performance and work output based on the practitioner's reflections on their work, planning, evaluations, Learning Journeys and observations of practice
- Understanding of policies, procedures, roles and responsibilities and workload.

**2. Learning and Development (Continuing professional development)**

This relates to staff's continuing professional development and is supported by;

- Assessing development needs and identifying learning opportunities
- Giving and receiving positive and constructive feedback on performance
- Encouraging the supervisee to reflect on learning opportunities undertaken and applying that learning to the workplace.

**3. Support (Personal support)**

This relates to supporting for staff to carry out their role, particularly where there is an emotional impact and is supported by;

- Creating a safe environment within supervision where trust and confidentiality are maintained
- Clarifying the boundaries between support and counselling in the supervisory relationship
- Discussing expressions of feelings in relation to the work role
- Monitoring the health of the supervisee and referring to occupational health or counselling when appropriate

#### **4. Mediation (Engaging the individual with the organisation)**

This ensures the relationships between the supervisee, their team, the organisation and other agencies with whom they work are effective. This will be achieved through:

- Briefing senior managers about key issues raised by staff
- Dealing sensitively but clearly with concerns and complaints about colleagues and others with whom they work
- Consulting and briefing staff on changes and developments that affect their area of work
- Advocating between worker or team and other parts of the agency or with outside agencies

Supervision will take place on a one to one meeting at least once a term. The supervisee will be given notice of what they should bring to the meeting and will also have opportunity to add to the agenda anything they feel they need support/guidance on. The duration of these meetings will be up to 1 hour. If extra time is needed another time will be organised. At the supervision meetings a form will be completed (see attached form) by the supervisor in agreement with the supervisee. Once the form is completed the supervisee will receive a copy of the form and the original will be stored in the supervisee's file. Only the supervisor and supervisee will have access to the details on this form. Any concerns raised regarding staff or children will be documented and followed up by the supervisor and any other related staff, eg SENCO, Key Person etc.

As well as one to one meetings Little Trinity Nursery will also carry out management observations throughout the term and peer to peer observations. Peer to peer observations will be recorded on a form (see attached) and will include written details on what was observed as well as three positive points and three areas for improvement. All staff will participate in this and will ensure a professional approach maintaining confidentiality at all times.

Supervision is linked to Little Trinity Appraisal. Training needs identified during supervision will be incorporated into staff appraisal targets for further development.

#### **Appraisal**

It is an annual meeting where a staff member's previous year's performance is reviewed and recorded. Measurable targets and objectives will be set and agreed for the forthcoming year and training needs identified to enable these targets and objectives to be met. (see attached forms). There will be an opportunity to discuss targets etc at staff meetings and a review will be completed mid - year to check progress to date.

