



HEYWOOD PREP
CORSHAM

EARLY YEARS STAFF SUPERVISION POLICY

**Updated
March 2019**

1. Introduction

This Policy applies to the Early Years Department.

Documents that link this policy and must be read in alongside it are:

1. Early Years Staff Supervision Agreement
2. Early Years Staff Supervision Guidance for Supervisees
3. Early Years Staff Supervision Guidance for Supervisors
4. Early Years Staff Supervision Record Sheet

2. Policy statement

In accordance with the Statutory Framework for the Early Years Foundation Stage (2017), Heywood Prep provides support, coaching and training for Early Years staff through staff supervisions.

3. Procedures

Purpose of supervision meetings

Supervision is a means to ensure staff are clear about what their job is, what the school wants them to do, to raise safeguarding concerns about particular children and to be supported to do that job well. The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching. Supervision does not replace the annual staff appraisals.

Responsibility

The Head of Nursery is responsible for ensuring that regular supervision meetings are conducted with every member of staff; the Supervision process is overseen and discussed with the Head of Pre-Prep as part of their weekly meeting together. The supervisee is responsible for ensuring that they meet the required standard for the job.

Process and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties. All staff must be provided with a half-termly supervision (1:1) meeting with the Head of Nursery, which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Supervision Record Form.

What to cover at supervision meeting

The content of the supervision meeting will be to:

- Discuss and agree targets/tasks and objectives which need to be carried out
- Record progress on these targets/tasks
- Set timescales and deadlines for carrying out the tasks
- Identify any performance concerns and improvements required
- Discuss any issues of concern about particular children
- Identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and their individual needs
- Identify any training and development needs.

Supervision Standards

Supervisee should expect:

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected.
- To be given the opportunity and time to be express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.

Supervisor should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicate to the member of staff.

Recording supervision meetings

The supervision meeting will be recorded on the attached Supervision Record Form and should be completed by the supervisor within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff, and one to the Head of Pre-Prep.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record, initials of the children discussed will be used rather than full names.

4. Approval & Review

This policy was reviewed in March 2019 and approved by Anna Lawrence, Head of Pre-Prep. The next policy review will take place in February 2020.



Anna Lawrence
Head of Pre-Prep

Supervision Meeting Record

Name of supervisee:	Name of supervisor :	Date:	Number of children in class:	
Progress on actions agreed from previous meeting:				
Management: (resources, workload, targets, specific duties, time management)	Action:		When:	By whom:
Support: (key person role including work with individual children, designated person role, work life balance and well-being, observation, assessment and planning, evaluation, safeguarding)	Action:		When:	By whom:

Mediation: (worker relationships, safeguarding, work with other agencies, working with parents)	Action:	When:	By whom:
Development needs: (skills, knowledge of child development and EYFS, understanding and attributes to complete the role, training needs)	Action:	When:	By whom:
Any other areas for discussion:			
Date of next meeting:	Signed: (supervisee)	Signed: (Supervisor)	