

Oaks Nursery Supervision and Appraisal policy

This policy outlines the procedures and practices for supervisions and appraisals as required by the Early Years Foundation Stage, in conjunction with annual appraisals for Kent Union Employees.

It is important to embrace the process of appraisal and supervision as an effective tool for supporting staff members, developing personal and professional skills and creating a culture of mutual support dedication and teamwork.

Appraisals

Referred to as Personal Development Reviews (PDR's) occur annually for an employee who has completed their probationary period, normally in August/ September each year. They are led by a department Manager or Supervisor.

The PDR process is a two way meeting, with the opportunity to give as well as receive feedback .

Meetings are pre planned and follow a formal structure with a set agenda, key objectives are based on departmental plans and Kent Union Behaviours Framework. Individuals are given a 2 weeks' notice of a meeting date and time, allowing them a period in which to reflect and prepare.

Supervisions

Are a formal and recorded process through which the professional actions of child based nursery staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service provided to children and parents. During supervision meetings members of staff are able to discuss any concerns they have about their key children and families or inappropriate behaviour displayed by colleagues, management or support staff.

Supervision acts as a means for ensuring that Nursery Practitioners have access to the support, training and procedures they require for professional growth and development. It enables them to reflect on the quality of their practice and thus facilitate discussions.

Accountability

Whilst it is assumed that all nursery staff will embrace the opportunity for Professional Development Reviews and confidential meetings with their line manager, it is also a mandatory requirement of the Early Years Foundation Stage 2012(EYFS) and therefore crucial that individuals understand the importance of a commitment to regular meetings. If an individual has concerns about the Nursery Manager or Senior Team Member that is scheduled to conduct the supervision then in the first instance they must read Complaints and Allegations against staff policy, and if appropriate raise this with the Director of Operations, Tony Logan on x4160.

In conjunction with this policy the Oaks Nursery Supervision Agreement details expectations and commitments from the Supervisee and Supervisor to schedule regular meetings, and the explains the consequences of cancellations and nonattendance.

Adopted on (date): 30th May 2014

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager