



*Tarleton Holy Trinity  
Church of England  
(Aided) Primary School*

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*www.tarletonholytrinity.org*

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**Supervision Policy**  
(adopted County policy V2 Sept 2016)

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**POLICY**



*Tarleton Holy Trinity  
Church of England (Aided) Primary School*



**Supervision Policy**

**This policy reflects the Christian ethos and vision statement of our school.**

**Our Mission Statement**

*Tarleton Holy Trinity Church of England (Aided) Primary School is a Christian Family where everyone is valued, we all achieve and our dreams for the future begin.*

# **TARLETON HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL**

## **EYFS STAFF SUPERVISION POLICY**

### **Introduction**

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2012 staff supervision is a requirement for providers under section 3 – The Safeguarding and Welfare Requirements Clauses 3.19 and 3.20 as follows:

*3.19 Providers must put appropriate arrangements in place for the supervision of staff that have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interest of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages confidential discussion of sensitive issues.*

*3.20 Supervision should provide opportunities for staff to:*

- *Discuss any issues – particularly concerning children’s development or well-being*
- *Identify solutions to address issues as they arise; and*
- *Receive coaching to improve their personal effectiveness*

*Statutory Framework for the Early Years Foundation Stage 2012*

### **Purpose of Supervision Meetings**

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

### **Responsibility**

The manager is responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff 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 an effective communication and co-operation and recognition of the value of supervision meetings for both parties. All staff must be provided with regular one-to-one meetings with their manager at least once every half term 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 is covered at a Supervision Meeting?**

The content of the supervision meeting will be to:

- Discuss and agree targets/tasks/areas for improvement
- Report progress on these targets.
- Set timescales and deadlines for carrying out 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**

Staff should expect:

- To be given 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 express any concern
- 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 their work has been done well

## **Line manager should expect:**

- To have their management and 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
- The staff will demonstrate a willingness to strive for continuous improvements.
- The staff will be open, honest and non-defensive when their work is being discussed
- To be able to withdraw a member of staff from an area of work or terminate an action if there are reasons for doing so and this will be communicated 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 manager within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision document will be given to each member of staff to keep in their professional development file. To ensure that the confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used.

**Setting Name:**

**Supervisee:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Agenda**

Review of previous supervision  
targets

Workload/Health and Safety

Learning and Development

AOB – Any other business

Progress of previous set objectives

Concerns/Team Issues/Support

Achievements since last Supervision

**Record of Discussion**

**Agreed Actions** (when and by whom)

**Signed:**

**Print Name:**

**Signed:**

**Print Name:**

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**Document reviews**

We are aware of the need to review our school's documents regularly so that we can take account of:  
new initiatives, changes in the curriculum, developments in technology etc.

This policy was adopted in September 2017

and will be reviewed in September 2020.

Signed by:

Member of staff responsible for this policy

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Governor responsible for this policy

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