



Supervision & Appraisal Policy

Policy Statement

Following a successful probationary period, the manager or deputy manager will hold regular supervisory meetings with each employee.

While the areas of discussion and issues that arise are likely to change over time, the meetings are an opportunity to discuss work performance, recognition of achievements, performance concerns, developmental needs and any other issues or concerns. The process is two way, with both the needs of the individual and our setting being taken in to account. The annual appraisal provides the opportunity to look back over the previous year in a more formal and structured way, than the regular supervisions.

Procedures

There is a two way discussion to ensure all staff are clear about their role and expectations of them and the support that is available to them.

Staff will be made to feel comfortable in these meetings to be able to discuss any concerns they may have.

Sufficient time will be set aside for each member of staff without distraction and in private.

The supervision meetings are in addition to the annual appraisal and may focus on different things.

A written record, signed by both management and the employee, of every supervisory meeting and appraisal will be kept to show what has been discussed and what action, if any, needs to be taken.

Supervisions

A supervision meeting will take place approximately once every half term. The supervision meetings are an opportunity to discuss work issues and performance, any achievements and positive feedback, support required, concerns and action points and training needs.



The supervision form will

include;

- A review of the tasks set.
- Work performance.
- Feedback and recognition.
- New targets and action points.
- Training and development needs.
- Health & safety, equality & diversity and confidentiality issues.
- Any other business or issues.

Appraisals

The appraisal meeting will be held to assist employees to improve their performance and to discuss longer term development.

The appraisals can also be used to ensure staff are helped to recognise their own good practice and to improve on it where necessary and discuss any targets for themselves with regards to both practice in work and any possible future training and development.

The appraisal form will include;

- Area of work staff are pleased with and why.
- Any areas that can be improved on and why.
- Identifying reasons which have prevented staff from performing to their full potential.
- Brief details of any personal development activities staff have undertaken in the last year and what impact it has had on their ability to carry out their job.
- How staff would like to develop their skills in the forthcoming year and any developmental activities which may require arrangements, training for example.
- If staff have any comments on their current job description.
- A view of objectives and what extent staff feel they have met these.
- A brief summary to be completed at the need of the discussion.
- An action plan.
- Agreed objectives for next year.

Staff are encouraged to take any notes throughout the meetings to record any key points that are raised. A copy of both the appraisal and supervision forms will be produced by the manager and signed by both parties; a copy will be given to the member of staff.