



PEASDOWN ST JOHN PRIMARY SCHOOL

SUPERVISION POLICY

Rationale

The Statutory Framework for the Early Years Foundation Stage (2012) states:

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

Supervision is a process which offers support, assurance and will develop the knowledge skills and values of an individual or team. The purpose is to help staff to improve the quality of the work they do and ensure the safety and development of children in their care. Peasedown St John Primary School is committed to the support, welfare and development of its staff and as such will ensure that supervision is in place for all Early Years team members.

Guidance

- Supervision is separate from Staff Appraisal although it may overlap in terms of training and development.
- Supervision meetings for Teaching Assistants will be carried out by class Teachers.
- Supervision of Teachers will be carried out by the Phase leader.
- Supervision of the Phase Leader will be carried out by the Headteacher.
- Supervision meetings will occur in terms 2, 3, 4, and 5 (with Staff Appraisal in terms 1 and 6).
- Supervision meetings will be held within directed time as far as is possible, and will last approximately 30mins.
- All supervision meeting discussions should be recorded during the meeting and signed by both parties (Appendix 1). A copy of these notes should be held by the Supervisor and the Supervisee. They should be regarded as confidential and stored in personnel files in the school office.
- Actions agreed in the meeting should be reviewed for impact at the next supervision meeting.



**PEASEDOWN ST JOHN PRIMARY SCHOOL
FOUNDATION STAGE: SUPERVISION MEETING RECORD**

Supervisor: _____ Supervisee: _____

CHILDREN'S DEVELOPMENT AND WELLBEING	
What is going well:	Actions What/when/who?
Concerns:	
MY ROLE: PERSONAL AND PROFESSIONAL EFFECTIVENESS	
What is going well:	Actions What/when/who?
Concerns:	

Signed _____ date _____