



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Staff Appraisal & Supervision Policy

Introduction

The aim of our staff appraisal system is to support, train and supervise all Hail Weston Pre-School's current staffing members and volunteers. We use this procedure in conjunction with Our Induction handbooks and training file. The aim is to carry out and discuss your progress and progression while in our employment and for your career. The overall aim is to promote a positive and helpful outcome.

Our staff appraisal procedure is as follows:

1. An appraisal is then performed once a year normally during the Spring term
2. Intermediate supervision sessions are also carried out termly for all staff with the leader; or Pre-School chairperson as and when needed.

Staff appraisals are carried out by:

- A committee member and/or leader.
- You will have a letter sent to you inviting you to a staff appraisal, with a date and time
- If this is not your first appraisal then a copy of the previous year will be available for us to review.
- Your current job description will also be given during the appraisal for the staff member to review and discuss
- A review of the staff's health declaration forms for any updates with medication or ill health as well as asking the staff member as to whether they need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their ability to work with children.
- The appraisal helps to identify any issues that a staff member may have, additional support required to ensure that the management of the pre-school is doing everything that they can for the staff member.
- The manager may bring to the meeting, observations that had been previously made on the staff member
- An action plan will be put in place and a completion date for this action.
- This will take place in a relaxed atmosphere in a room within the school premises.
- Staff will be encouraged to regularly review their staff appraisal and work towards their action plan for the future.

Supervision support

- Supervision is a vital part of team work and colleague support here at Hail Weston Pre-School.
- Every staff member received a minimum of 3 supervisions p/year.
- The staff need to feel that they are an important part of the pre-school and need to reach their professional best at all times.
- This can only be achieved by support and continuous training and goal achieving.
- The manager will know the staff really well and see if they are slightly under performing and will arrange a supervision time so the staff can share their feelings and worries. The manager will arrange for staff to have additional time away from the children if that will benefit the staff.
- Generally this can be set up with little or nil notice depending on the manager.

Training and continuous professional development:

- The pre-school and the leader are very committed to staff training and reviewing staff qualifications to see where further development can be made.
- The setting has a training file, this is made up of current and past qualifications and short courses for each staff member.
- HWPAG allocate a budget for training and CPD, including cost of cover and staff member that is covering.
- Staff are welcome to review their file and even take parts home to read.
- Staff member are actively encouraged to investigate training opportunities and to tell the leader who will aim to book these course in line with their CPD needs and within budgets.
- During appraisals a training review is planned so the manager can view what training has been achieved and what they staff member would like to take part in.

Continuous professional development file

This contains all the staffs certificates and achievements.

- From time to time the manager will review the files and complete a training audit to see where the needs for training fall short in the setting. The manger may approach staff members in particular to attend a certain course.
- The manager is committed to ensuring that all the staff at Hail Weston Pre-School have relevant and updated qualifications. The manager will review latest information to check staff qualifications and advise them best where to find updates to ensure that each staff member complies with the EYFS requirements.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson