



EYFS SUPERVISION POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Viv Thompson Director of Early Years

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Next review date: 01/06/2024

Reviewer's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

Purpose

Supervision is a process through which the professional actions of staff are examined and regularly reviewed, to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development as well as an opportunity for leaders and managers to monitor the well-being of staff.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

Responsibility

The Nursery Manager and Deputy Headmistress are responsible for ensuring that 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

Staff supervision happens in several ways; initially for new staff it begins with induction and mentoring and for all staff there follows a regular support system as follows;

Daily/ Weekly

- support from assistants and colleagues
- support and guidance as needed from senior manager; through staff meetings, event evaluation, planning, profile and assessment monitoring

Termly

- Observations from a senior manager followed by feedback
- Self-reflection documentation and feedback meetings with senior staff looking at strengths/ weaknesses/ training needs and where relevant focus areas/targets.
- Peer-to-peer observation; an opportunity for staff to observe other staff and year groups in action and benefit from best practice sharing
- Evaluation of data associated to children’s progress ensuring delivery of EYFS is effective
- CPD programme, internal inset/ cluster group, local borough and external courses

Annually

Annual appraisal as part of the development cycle consisting of a self-review form to be completed, formal focussed observation followed by a review meeting with a senior manager. This can inform training needs, target setting as well as recognition of excellent practice.

Supervision Standards

Staff should expect:

- To be given clear 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 be express any concerns
- 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 a piece of work has been done well.

The Nursery Manager should expect:

- To have their management 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
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicate to the member of staff.

Recording Supervision Meetings

The supervision meeting will be recorded by the Nursery Manager within 5 working days. A copy of the supervision record will be given to the member of staff and stored in the EYFS folder.

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, only initials.

Interpretation

In this policy, the term "senior manager" means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

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