



Micklefield School recognises the need for regular and effective supervision of all EYFS staff that have contact with children and families. Supervision will provide 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.

[EYFS 2012]

Purpose of supervision:

- Review staff member's work load
- Monitor progress and review the direction of their work
- Identify any gaps in training needs and skills in order to enhance professional development
- Celebrate work achievements
- A place to be challenged supportively and constructively
- Issues related to work are addressed
- Working practices are discussed
- Emotional well-being/work-life balance; a place for personal development
- Mutually agreed and acceptable boundaries
- A place to off load

What Supervisee can expect from supervision:

- A place where guidance is received
- To be challenged; a place to address actions and follow up
- That notes and records of the sessions are made and stored appropriately
- There will be an assessment of training needs
- That support is offered
- That the supervisor has an understanding of the supervisee's work and workload
- That acknowledgement and praise are received
- That work is discussed and targets agreed
- That any issues can be discussed - particularly concerning children's development or well-being;
- That solutions can be identified to address issues as they arise;
- That coaching is available to improve their personal effectiveness
- That there is an opportunity to talk about personal issues (not work related) can be discussed; but this is optional
- That the meeting is a place to off load

Procedure:

- Supervision should take place in a private and uninterrupted place.
- If meetings have to be cancelled for any reason they should be rescheduled as soon as possible.

- Notice and relevant paperwork will be given to the employee prior to supervision meetings.
- Both parties should bring relevant paperwork to the meeting
- It is the supervisor's responsibility to record the meeting and provide a copy for the supervisee and file appropriately.
- Both parties should sign the agreed paperwork.
- A date for the next meeting should always be arranged before the end of the supervision.

Confidentiality:

Confidentiality will be maintained in accordance with the school's expectations.

Working Guidelines for Good Practice: Creating the right Environment

- This is a professional relationship so privacy is required.
- Refreshments should be available.
- Supervision time is prioritised and not interrupted.
- Make sure that sessions start and finish at agreed times.
- Any staff cover should be arranged beforehand.
- Supervision meetings will be held with a member of the Senior Leadership Team.

Mr R M Ardé
Headmaster

Mrs J Hamilton
Chair of Governors

Reviewed: September 2020
Review date: September 2021