



## **Supervision Policy**

A structured performance management process, which incorporates supervision meetings, plays a significant part in the retention and wellbeing of staff and the quality of provision.

Practitioners at all levels require and have a right to supervision, which forms part of the performance management cycle. Effective performance management will assist in achieving organizational, professional and personal goals.

Supervision is a planned, accountable, two-way process, which should support, motivate and ensure all practitioners develop good practice.

### **For the setting:**

- To assist the supervisee to understand the organizational values, where the organization/setting is going and how they contribute to these.
- To make sure children and their carers receive a quality service.
- To ensure implementation of policies and procedures.
- To improve internal communication.
- To share responsibility.
- To assist in staff retention.
- To lower rates of grievances, sickness and complaints.
- To ensure that the practitioner meets the organization and settings objectives and standards.
- To promote clear communication between the organization and the practitioner.
- To ensure that the practitioner has a manageable and appropriate workload.

### **For the practitioner:**

- To ensure that the practitioner is clear and competent about his or her role, responsibilities and accountabilities.
- To reflect on, analyze and evaluate their practice.
- To set, agree and review SMART (specific, measurable, achievable, realistic timely) goals and objectives.
- To provide constructive feedback.
- To ensure consistency of practice.
- To value and appraise the practitioner's work.
- To promote the health and well-being of the practitioner.
- To understand their role in the children's workforce.
- To set clear boundaries.
- To build self-confidence.
- To identify learning needs.
- To improve team working.
- To increase transparency and openness.



This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: