

Supervision, Peer Observations and Appraisals Policy

AIM

All staff at Knowle Nursery are supported in developing and managing situations. We aim for continuous support to encourage confidential discussions of sensitive issues.

Staff are made aware that they can discuss any issues with the manager/line managers at any time and they can request an ad hoc supervision. They don't have to wait until the half termly supervision meeting to raise any concerns.

We foster a culture of consultation and reflection and the manager undertakes half termly supervisions alongside yearly appraisals. The owner undertakes supervisions at the end of each academic year with all members of staff.

Although we have two rooms there are times when we are together and are often together as a team for outside learning.

Staff regularly stay at the end of a session for a debrief and colleagues are encouraged to put forward ideas. The senior management team meet weekly to reflect together.

All staff attend minuted regular staff meetings.

Training opportunities are shared to all staff and we endeavour to ensure a fair rotation of attendance to day and evening programmes.

Staff also inform colleagues of their training and share ideas and are encouraged to improve their practise.

APPRAISALS AND PEER OBSERVATIONS

Staff are appraised yearly and are given a self assessment form to fill in which is discussed with the manager.

There is open communication with staff and the owner. Staff are made aware that there is an open door policy and they can approach the owner at any time should they have any concerns or worries. Staff meetings also facilitate this open channel of communication, which are held between formally each half of term with the whole team.

Staff performance is reviewed and rewards are given as the owner sees fit.

Peer observations are undertaken regularly. These are often done in an ad hoc capacity and they are found to be positive and encouraging. We also change which staff members are observing each other.

