

Privett Montessori Nursery School

Supervision Policy

Introduction:

"Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interest of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues." (EYFS 3.19)

"Supervision should provide opportunities for staff to:

- ☒ discuss any issues – particularly concerning children's development or well-being;*
- ☒ identify solutions to address issues as they arise; and*
- ☒ receive coaching to improve their personal effectiveness" (EYFS 3.20)*

Supervision is a requirement of the EYFS and this policy is based on the premise that the supervision of staff is an integral part of the day to day business of our Nursery. It will occur both formally and in other forums including informal discussions and staff meetings and in all of these forums the process of supervision should be informed by the standards set out within this policy.

We recognise that:

- ☒ Staff supervision is integral to the effective delivery of our service.
- ☒ The quality of staff supervision impacts on outcomes for children and their families.
- ☒ The delivery of supervision must be a priority task within our Nursery.
- ☒ All staff have the right to receive regular formal supervision from a supervisor who has received appropriate training.
- ☒ All staff have a responsibility to participate in supervision and attend formal sessions.
- ☒ The process of supervision is a shared responsibility: staff and supervisor are expected to contribute to the effectiveness of the process and the Nursery has a responsibility to facilitate a culture which supports the process.

Definition

Supervision is the process by which I will work with staff in order to meet our objectives to promote positive outcomes for our children and their families.

Our Objectives are to ensure:

- ☒ competent and accountable performance
- ☒ continuing professional development
- ☒ personal support
- ☒ linking the individual to the Nursery
- ☒ the development of a relationship between supervisor and supervisee that facilitates reflection and critical thinking.

Expectations

We will:

- ☒ Prioritise supervision as an important activity within our Nursery
- ☒ Ensure space is provided for 1:1 meetings
- ☒ Regularly evaluate the quality of the supervision

I will:

- ☒ Ensure the delivery of a 1:1 supervision session at least once a term
- ☒ Ensure that supervision is recorded
- ☒ Ensure that the prime focus of supervision is the quality of service being received by our children and their families.
- ☒ Give constructive feedback to promote professional development
- ☒ Address performance concerns as they arise and work with supervisee to improve practice
- ☒ Use my supervision to reflect on my practice

Supervisees will:

- ☒ Take responsibility for attending 1:1 supervision and staff meetings
- ☒ Prepare adequately for supervision and take an active part in the process

Method of Delivery:

All staff should receive formal **1:1 supervision** twice a term.

Ad hoc supervision is an important way of supporting staff, improving performance, keeping pace with change and ensuring that the Nursery's needs are met. It will be recorded

Group supervision will occur during termly staff meetings.

The Supervision Agreement

An Agreement for supervision will be in place for every member of staff, signed by both parties and placed in staff personal files.

The Agreement will be reviewed annually during staff appraisal