

# Mrs Bonds Village Nursery

## Staff Supervision and Appraisal Policy

### Policy Statement

Mrs Bonds Village Nursery believe effective supervision and monitoring of all staff is essential to individual health and well-being and in encouraging personal and professional development.

### Supervision procedures

- Following a successful probationary period, line managers, will hold supervisory meetings at regular intervals with each employee, approximately once a term, although ad-hoc meetings can take place when necessary.
- From time to time the manager may need to discuss the content of these meetings with others, for instance the owner/deputy managers.
- While the area of discussions and issues that arise are likely to change over time, the meetings are an opportunity to discuss work performance, recognition of achievements, performance concerns, employees well-being, any learning and development needs and any concerns.
- These form a two way discussion to ensure that employees are clear about their role and expectations of them and the support that is available to them.
- Employees should feel comfortable in these meetings to discuss any queries or concerns that they have.
- It is important to ensure that sufficient time is set aside for them.
- These meetings do not replace annual appraisals but are in addition to it.
- A written record, signed by the manager and employee, of every supervisory meeting is kept in the employees staff file to show what was discussed and what action needs to be taken.
- These records are the property of the organisation not the individual, although staff can request to view these records.
- There is no statutory right to be accompanied at any supervisory meeting.
- The supervisory process is intended to support two way conversations between the manager and the employee.

### Appraisals Procedure

- Appraisal's will be carried out annually
- Appraisal provides a platform to recognise excellence in performance as well as identify areas for improvement.
- The main aim of an appraisal is to assist employees to improve their performance, benefiting both employees and the setting.
- The appraisals will review the employee's past performance.
- Discussion of the employee's strengths and weaknesses.
- A review of the extent to which the employee has achieved set targets.
- Discussion of appropriate targets for the forthcoming year.
- Identification of training and development needs in relation to the employees current job.
- Identification of training and development needs in relation to a job that the employee may do in the future.
- If there are areas where performance needs to be improved this should be discussed and recorded.

- There is no statutory right to be accompanied at any appraisal meeting. The appraisal process is intended to support two way conversations between the manager and the employee.
- The Manger will ensure that the written reports from these meetings are kept in confidential storage.
- Each member of staff has a statutory responsibility to contribute fully in the appraisal process.
- Employees must perform well and contribute to improving and sustaining a good educational provision for children in the nursery
- Where there are concerns that the employee is not meeting the relevant standards, a review should take place and objectives may be revised by the Manager, within an acceptable time frame set by the Manger.
- When setting the appraisal objectives the Manager should take into account evidence such as: Peer on peer observations, planning, Learning journeys etc.
- The manager should discuss appropriate and reasonable levels of support, training and development opportunities to enable the employee to meet the appraisal objectives.

Policy reviewed 03/10/2023