Hanover Street School & Nursery

Supervision & Professional Review and Development Policy

(for Support and Nursery Staff)

Relevant Performance Indicators		
HGIOS4 (2015) & HGIOELC (2016) Quality Indicators	*1.1* *1.2* *1.3* *1.4*	*Self-evaluation for self-improvement* *Leadership of learning* *Leadership of change* *Leadership of management and practitioners*
Health and Social Care Standards (2017)	*3.14* *4.19*	*I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes* *I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.*

Policy Written By	In Consultation With	Date(s) of Review	Date of Next Review	Changes Made	Signature(s)
Gillian Forbes, Depute Head Teacher	Nursery Team and PSAs	January 2018 February 2019 September 2019	September 2020	Updated A.C.C. Attendance and Wellbeing Policy	Gillian Forbes

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1. RATIONALE

"Professional learning is key to the effectiveness of all those who work in early learning and childcare (ELC). ELC practitioners include teachers, practitioners registered with the Scottish Social Services Council (SSSC) providing children's daycare services…

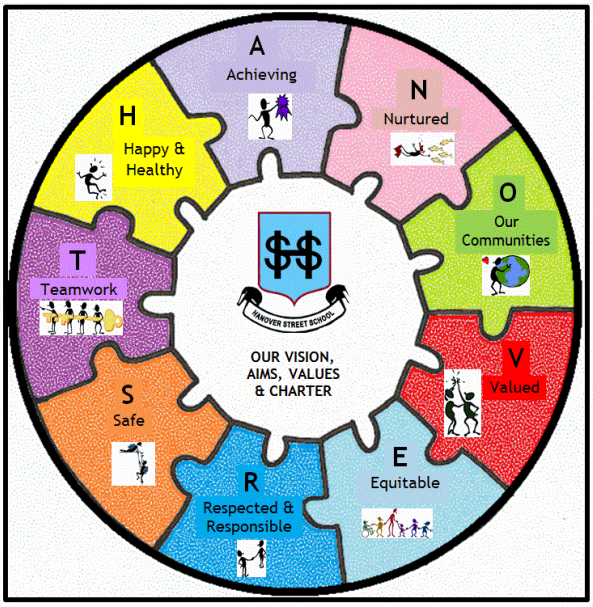
… A coherent approach to career-long professional learning (CLPL) is essential to the concept of the enhanced professional. This involves teachers [and ELC practitioners], as professionals, taking responsibility for their own learning and development, exercising increasing professional autonomy to enable them to embrace change and better meet the needs of children and young people. Professional development for teachers [and ELC practitioners] will be most effective when it is well planned and takes place within, between and beyond schools."

(About developing the education profession, Education Scotland, 2016)

Hanover Street School recognises the need for regular and effective supervision of all staff that have contact with children and families, to allow effective professional learning to take place and be maintained.

2. AIMS

"Education must develop every child's personality, talents and abilities to the full." **(Article 29, United Nations Convention on the Rights of the Child, (UNCRC))**



We aim to naturally extend this right to our staff through effective supervision, to ensure that they are happy and healthy, achieving, able to engage with our communities, nurtured, valued, use resources equitably, respected, responsible, safe, and build our teamwork within the nursery setting. This is illustrated clearly by our school vision:

We therefore aim to ensure that supervision will:

- take place within strong professional relationships
- develop further clarity and understanding of our rights, roles and responsibilities
- provide support, coaching and training for the practitioner
- promote the interests of staff and children
- foster a culture of mutual trust and respect, support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues
- involve a variety of self-evaluation methods to explore "How are we doing? How do we know? What are we going to do now? "
- Use a range of sources of evidence (for example, observations, data of various kinds and collated views of people involved with the setting (parents/carers, partner agencies, practitioners and the children themselves.)

Led by the Senior Leadership Team, (and for nursery, then Senior Early Years Practitioner), Hanover Street School will,

> ***"look inwards to analyse their own work, reflect on what they are actually providing, then make adjustments to make the provision better for children's learning. At the same time, look outwards to find out more about what is working well for others locally and nationally, and look forwards to gauge what continuous improvement might look like."***
>
> Page 3, How Good is our Early Learning and Childcare,
> Education Scotland, 2016

3. DEFINITIONS: APPRAISAL AND SUPERVISION

Performance Review and Development (PR&D) is an ongoing process throughout the year. The 2 main features are supervision and appraisals.

Definitions:

Supervision: This should happen both informally and formally.

Informally - i.e. day to day management of individuals and teams by their immediate line manager.

Formally - Carried out **regularly**, with a written record of the discussion. whereby all staff meet regularly with their **line manager** to ensure they are clear on what's expected of them and receive the relevant support to achieve this. It involves regular 1-2-1s

Reporting Relationships within Nursery Team
Head Teacher I Depute Head Teacher I Teacher (P) I Senior Early Years Practitioner I Early Years Practitioner/PSA

Reporting Relationships within Nursery Team
Head Teacher I Depute Head Teacher/Principal Teacher I Pupil Support Assistant/Teacher

Appraisal: is a two-way process which looks backwards to analyse past performance and looks forward with a view to improving future performance for the **joint benefit of the employee and the organisation**. It involves one annual PR&D meeting which is recorded on YourHR, as per Aberdeen City Council procedures.

4. PURPOSE AND EXPECTATIONS OF SUPERVISION

What is the purpose of supervision?

- Review staff member's workload
- 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 supportively and constructively challenged
- 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 offload

What can a supervisee 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
- An assessment of training needs
- Support is offered
- That the supervisor has an understanding of the supervisee's work and workload
- Acknowledgement and praise is received
- Work is discussed and targets agreed
- Discuss any issues – particularly concerning children's development or well-being;
- Identify solutions to address issues as they arise;
- Receive coaching to improve their personal effectiveness

- A place where personal things (not work related) can be discussed; but this is optional
- A place to offload.

Procedure:

- Supervision meetings will take place approximately every 6 weeks and usually last approximately one hour.
- Supervision should take place in a private and uninterrupted space.
- 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 confidentiality policy.

5. FEATURES OF SUPERVISION

Various strategies may be used during effective supervision. These may include:

- Self-evaluation methods
- Observation in the Playroom/Classroom
- Sampling of Pupils' Work/Learning Journeys/Observations
- Sampling of Teachers' Plans
- Supportive evaluation with Pupils, Parents and Peers (other nursery team members/Teachers/Pupil Support Assistants)

Throughout supervision and appraisal, reference may be made to the following documents:

- Aberdeen City Council Job Profile and related Performance Measures & Core Behaviours
- National Legislation, Initiatives and Guidance Documents (e.g. SSSC Code of Conduct, HGIOELC, GIRFEC, etc.)
- School and Nursery Improvement Plans

6. LINKS WITH OTHER ABERDEEN CITY COUNCIL POLICIES

Throughout supervision and appraisal, various issues may arise. Depending upon these concerns, guidance should be sought by the SLT, who will then make reference to some/all of the following policies:

- Supporting Attendance and Wellbeing Policy – January 2019
- Managing Discipline
- Managing Competence/Performance

APPENDIX a

SUPERVISION RECORD OF DISCUSSION (Nursery)

(this will be an aspect of evidence for your PRD meeting)

Name:	**Role:**	**Date:**
Work Life Balance, Workload, Absences, etc.		
Health & Safety	**Child Protection**	
Revisit Actions From Last Supervision/Line Management		
RECENT SUCCESSES AND PROGRESS		
Personal/Professional Progress	**Links With Nursery/ School Development Plan**	
What has not gone so well? Are there any problems? Do you need help/support with any areas of your role?		

Links to Current National Guidance:	
GIRFEC	**Care Inspectorate (My World Outdoors, 2016 & Our Creative Journey, 2017)**
Building the Ambition (Scottish Government, 2014)	**SSSC Codes of Practice (Scottish Social Services Council, 2016)**
HGIOELC (Education Scotland, 2016)	**Health & Social Care Standards (Scottish Government, 2017)**
CPD (Review Training Accessed, Its Impact, Discuss Formal/Informal CPD Required)	
Other Items For Discussion/Additional Comments	
Actions/Priorities/Targets	
Date of Next Supervision:	

Signed Employee:		**Date:**
Signed Line Manager:		**Date**

APPENDIX b

SUPERVISION RECORD OF DISCUSSION (Pupil Support Assistants)

(this will be an aspect of evidence for your PRD meeting)

Name:	**Date:**
Work Load, Absences, etc.	
Health & Safety	**Child Protection**
Revisit Actions from Last Supervision/Line Management	
RECENT SUCCESSES AND PROGRESS	
Personal/Professional Progress	**Links with School Improvement plan**
What has not gone so well? Are there any problems? Do you need help/support with any areas of your role?	

Links to Current National/Local Guidance	
Scottish Government/Aberdeen City Council	**GIRFEC**
Curriculum for Excellence	**HGIOS**
CPD (Review Training Accessed, Its Impact, Discuss Formal/Informal CPD Required)	
Other items for discussion/Additional Comments	
Actions/Priorities/Targets	
Date of next supervision meeting:	
Signed Employee:	**Date:**
Signed Line Manager	**Date:**