

# Hanover Street School



## Continuous Review and Development (CR&D) Policy

(for Support Staff & Nursery Staff)



<u>Relevant Performance Indicators</u>		
UNCRC Articles		<p>Article 3 - best interests of the child                      Article 6 - life, survival and development                      Article 12 - respect for the views of the child                      Article 16 - right to privacy                      Article 28 - right to education                      Article 29 - goals of education</p>
HGIOS4 (2015) & HGIOELC (2016) Quality Indicators	<p>1.1                      1.2                      1.3                      1.4</p>	<p>Self-evaluation for self-improvement                      Leadership of learning                      Leadership of change                      Leadership of management and practitioners</p>
Health and Social Care Standards (2017)	<p>3.14                      4.19</p>	<p><i>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></p> <p><i>I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.</i></p>

<b>Policy Written By</b>	Gillian Forbes, Depute Head Teacher
<b>In Consultation With</b>	Aberdeen City Council Procedures on Sharepoint/CoreHR, Head Teacher, Nursery Team and PSAs
<b>Date(s) of Review and Changes Made</b>	<p>January 2018 – created for nursery staff                      February 2019 – information for PSAs added                      September 2020 - Updated A.C.C. Attendance and Wellbeing Policy                      February 2021 – Updated in line with CR&amp;D Council Guidance</p>
<b>Signature(s)</b>	



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## 1. Rationale

***“A coherent approach to career-long professional learning (CLPL) is essential to the concept of the enhanced professional. This involves teachers [and ELC practitioners and Support Staff], 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 CR&D of all staff to allow effective professional learning to take place and be maintained.

## 2. Aims

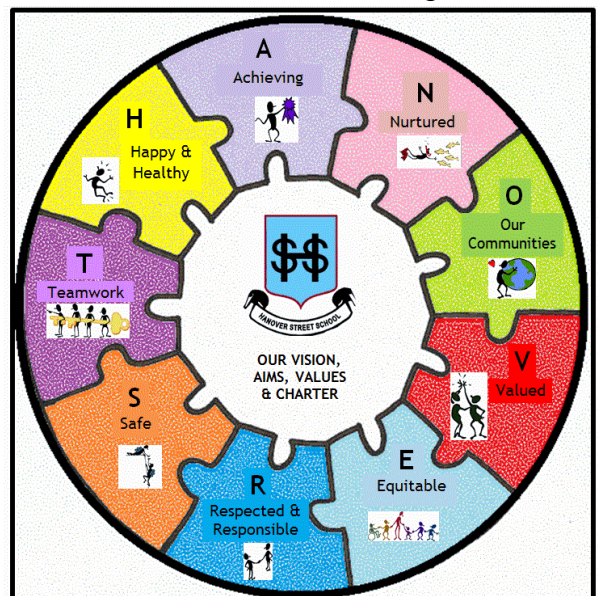
**“Education must develop every child’s personality, talents and abilities to the full.”  
(Article 29, United Nations Convention on the Rights of the Child, (UNCRC))**

We aim to naturally extend this right to our staff through effective supervision, ensuring that they are happy and healthy, achieving, able to engage with our communities, and are nurtured and valued. This will ensure the equitable use of resources, promote respect, responsibility, safety, and build our teamwork within the school setting.

This is illustrated clearly by our school vision:

We therefore aim to ensure that CR&D will:

- take place within strong professional and nurturing relationships
- develop further clarity and understanding of our rights, roles and responsibilities





- provide support, coaching and training for staff
- value and 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

Led by the Senior Leadership Team, (and for nursery, the Senior Early Years Practitioner), Hanover Street School staff 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: CR&D, Appraisal and Supervision**

#### **CR&D**

CR&D is an ongoing process throughout the year. CR&D is about reflective, focused conversations. It is staff’s individual opportunity to talk about what has been achieved, what has gone better than expected, what didn’t go as well as planned, and, what has been learned. It will recognise skills and successes and look forward to what can continue being developed in staff’s roles.

CR&D has 2 main features:

- supervision and
- appraisal.



Both of these will use the Council's Core HR Online System of which, with support from their Line Manager, all staff are responsible for updating,

Reporting Relationships within Nursery Team	Reporting Relationships within School Team
<p style="text-align: center;">Head Teacher   Depute Head Teacher   Senior Early Years Practitioner   Early Years Practitioner/PSA/ Early Learning and Childcare Support Worker</p>	<p style="text-align: center;">Head Teacher   Depute Head Teacher   Pupil Support Assistant/Teacher</p>

### 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**, a two-way process with a written record of the discussion (and/or stored on CoreHR). 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.

### Appraisal

This is a two-way process which looks backwards to discuss achievement and challenges over the past year and give thoughts to the year ahead. It involves one annual CR&D meeting which is recorded on CoreHR, as per Aberdeen City Council procedures.

*\*Regular **supervision** meetings will very much support the annual **appraisal**/CR&D meetings. In short, annual appraisals are a chance to make long term plans for development. These are then shared into manageable milestones, which are*



*discussed at Supervision meetings, ensuring development is adaptable, responsive, moving forward and on track.*

#### **4. Purpose, Expectations & Features 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

##### **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 line manager understands 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/once a term 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/CoreHR updates will be given to the employee prior to supervision meetings.
- Both parties should bring relevant paperwork/CoreHR info to the meeting
- It is the line manager's responsibility to record the meeting and provide a copy for the supervisee and file appropriately.
- It is the employee's responsibility to update milestones and comments on CoreHR.
- Both parties should sign the agreed paperwork (this may be electronic)
- A date for the next meeting should always be arranged before the end of the supervision.

### **Features of Supervision:**

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

- 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 school (parents/carers, partner agencies, practitioners and the children themselves.)
- 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)

### **Confidentiality:**

- Confidentiality will be maintained in accordance with the confidentiality policy.





## **5. Purpose, Expectations & Features of Appraisal/CR&D Meetings**

These will have similarities to the section above, with some important key points:

- the end of year discussion between staff and their line manager should take place and be signed off on CoreHR before 1 March, each year. This is very important, especially for staff due pay increments.
- Staff should use the CoreHR system as a way of reflecting, and recording their thoughts prior to your meeting with their manager, and sharing this with them, by:
  - reviewing objectives and reflect on progress for the current session
  - completing self-assessment against the Capability Framework (behaviours, skills and knowledge), or update their assessment if completed earlier in the year
  - completing the team assessment
  - adding overall ratings against work objectives, knowledge, skills and behaviours

## **6. Links with Other Aberdeen City Council Policies and Other National Guidance**

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

- Aberdeen City Council CR&D Guidance:  
<https://peopleanytime.aberdeencity.gov.uk/people-management/continuous-review-and-developmentcrd/>
- 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



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](#)
- [Managing Performance](#)
- And other relevant policies, which are available on:  
<https://peopleanytime.aberdeencity.gov.uk/>



# APPENDICES



APPENDIX a

**ANNUAL CR&D MEETING RECORD OF DISCUSSION**  
**(Optional Planning and Overview Sheet, to go alongside CoreHR entry,**  
**which can be printed)**

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
<b>Job Specification Bullets:</b> (copied and pasted from Job Spec)		
<b>Team/Nursery/School Developments (links to school development plan)</b>	<b>Agreed Milestones</b>	
<b>Personal Development Plan</b>	<b>Agreed Milestones</b>	



**ANNUAL REFLECTION:**

- **Successes and Achievement**  
What has gone well? Why? Impact?

- **Challenges (bullet point to aid discussion)**  
What has not gone so well? Are there any problems? Do you need help/support with any areas of your role?

**CPD (bullet point to aid discussion)**  
(Review Training Accessed, Its Impact, Discuss Formal/Informal CPD Required)

**Other Items for Discussion/Additional Comments/Ambitions and Direction**

**Current Priorities, moving forward into supervision**

**Date of Next Supervision:**

**Signed Employee:**

**Date:**

**Signed Line Manager:**

**Date**



**APPENDIX b**

**SUPERVISION RECORD OF DISCUSSION (Nursery)**  
**(this will be an aspect of evidence for your CR&D meeting)**

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
<b>Work Life Balance, Work Load, Absences, etc.</b>		
<b>Health &amp; Safety</b>	<b>GIRFEC/Child Protection/ASN</b>	
<b>Revisit Actions from Last Supervision/Line Management</b>		
<b>CPD (Review Training Accessed, Its Impact, Discuss Formal/Informal CPD Required)</b>		
<b>Other Items for Discussion/Additional Comments</b>		
<b>RECENT SUCCESSES AND PROGRESS</b>		
<b>Personal/Professional Progress</b>	<b>Links with Annual Overview (Nursery and Personal Development Plans)</b>	



<p><b>Challenges</b> What has not gone so well? Are there any problems? Do you need help/support with any areas of your role?</p>		
<p><b>Actions/Priorities/Targets</b></p>		
<p><b>LINKS TO CURRENT NATIONAL GUIDANCE:</b></p>		
<p><b>GIRFEC/UNCRC</b></p>	<p><b>Care Inspectorate (My World Outdoors, Our Creative Journey, Gender Equal Play, etc)</b></p>	
<p><b>Realising the Ambition (Scottish Government, 2020)</b></p>	<p><b>SSSC Codes of Practice (Scottish Social Services Council, 2016)</b></p>	
<p><b>HGIOELC (Education Scotland, 2016)</b></p>	<p><b>Health &amp; Social Care Standards (Scottish Government, 2017)</b></p>	
<p><b>Play Theory (Loose Parts, Schemas, etc)</b></p>	<p><b>Other:</b></p>	
<p><b>Date and Time of Next Supervision:</b></p>		
<p><b>Signed Employee:</b></p>		<p><b>Date:</b></p>
<p><b>Signed Line Manager:</b></p>		<p><b>Date</b></p>



APPENDIX c

**SUPERVISION RECORD OF DISCUSSION (Pupil Support Assistants)**  
**(this will be an aspect of evidence for your CR&D meeting)**

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
<b>Work Life Balance, Work Load, Absences, etc.</b>		
<b>Health &amp; Safety</b>	<b>GIRFEC/Child Protection/ASN</b>	
<b>Revisit Actions from Last Supervision/Line Management</b>		
<b>CPD (Review Training Accessed, Its Impact, Discuss Formal/Informal CPD Required)</b>		
<b>Other Items for Discussion/Additional Comments</b>		
<b>RECENT SUCCESSES AND PROGRESS</b>		
<b>Personal/Professional Progress</b>	<b>Links with Annual Overview (Nursery and Personal Development Plans)</b>	





**Challenges**

What has not gone so well? Are there any problems? Do you need help/support with any areas of your role?

**Actions/Priorities/Targets**

**LINKS TO CURRENT NATIONAL GUIDANCE:**

Scottish Government/Aberdeen City Council

GIRFEC/UNCRC

Curriculum for Excellence

HGIOS

**Other:**

**Date and Time of Next Supervision:**

**Signed Employee:**

**Date:**

**Signed Line Manager:**

**Date**