



Hoole St. Michael Church of England Primary School

Member of staff responsible: J Price

Date approved by the full Governing body: June 2023

Date to be reviewed: June 2025

Vision Statement

Christ's love is in everything we do at Hoole St Michael. Our creative and high-attaining Church of England Primary School is safe, loving and supportive. We encourage the building of good relationships and friendship through respect, tolerance and understanding. Within our Christian family, where parents are our partners in all aspects of school life, we aim to inspire a love for learning within each and every child.

I CAN DO ALL THINGS THROUGH CHRIST WHO STRENGTHENS ME. PHILIPPIANS 4.13

Supervision Policy

Hoole St Michael CE Primary School recognises the need for regular and effective supervision of all staff that have contact with children and families. Supervision will provide support, coaching and training for the practitioner and promotes the interests of children as well as to promote staff well-being and collaborative working practices. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues. We believe that supervision is different from appraisal.

What is Supervision?

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making with an aim of improving practice and to improve the service that is provided to children and parents. Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development thus supporting their own well-being.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

Purpose of supervision:

- Review staff member's work load
- 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 challenged supportively and constructively
- 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

Supervisee can 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 to offload

What does supervision look like at Hoole St Michael CE Primary School?

Supervision meetings are held every half term for each staff member. Teachers will receive supervision during worship time every half term and this will be done in with three supervisees and one supervisor. In the EYFS, this will occur weekly on a Thursday morning (or more frequently if deemed necessary).

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task. Supervision agreements/contracts are drawn up for all staff. A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee. Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times. All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

Procedure:

- Supervision meetings usually last approximately 15 minutes.
- 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 between the supervisor and supervisee unless an issue relating to the safeguarding of a child is presented, in which case the DSL will be informed in confidence.

Working Guidelines for Good Practice: Creating the right Environment

- We are aware that as this is a professional relationship a private room is good practice;
- No phones or mobile phones around or on

- To ensure that supervision time is prioritised and not interrupted.
- Ensure that room layout and furniture creates a comfortable atmosphere
- Put supervision times in the diary and inform other colleagues.
- Make sure that sessions start and finish at agreed times.
- Consider the time of day that sessions are held.

What is covered at a Supervision Meeting?

The content of the supervision meeting will be to:

- Discuss and agree targets/tasks/areas for improvement.
- Report progress on these targets.
- Set timescales and deadlines for carrying out tasks.
- Identify any performance concerns and improvements required.
- Discuss any issues of concern about particular children.
- Identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and their individual needs.
- Identify any training and development needs.

Supervision Standards.

Staff should expect:

- To be given objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected
- To be given the opportunity and time to express any concern
- To be given appropriate support and receive coaching where necessary
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when their work has been done well.

Supervisor should expect:

- To have their management and responsibilities understood and respected by the staff they manage
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard
- The staff will demonstrate a willingness to strive for continuous improvements.
- The staff will be open, honest and non-defensive when their work is being discussed
- To be able to withdraw a member of staff from an area of work or terminate an action if there are reasons for doing so and this will be communicated to the member of staff.

Signed Governors: _____

Date: _____

To be reviewed: June 2023