**Performance Management Policy**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

**Statement of intent**

High quality and effective performance management is an important element in both ensuring positive outcomes for children and to the ongoing success of our pre-school. It includes creating a shared vision of the purpose and aims of the pre-school and helping every member of staff understand how they contribute to them.

A structured performance management process, which incorporates supervision and appraisal, plays a significant part in the retention and wellbeing of staff and the quality of provision. Practitioners at all levels require and have a right to supervision and appraisal. These will assist in achieving organisational, professional and personal goals.

**Appraisal policy**

Appraisal is the framework within which supervision is conducted. Appraisal is a formal process involving the setting and reviewing of a performance over a period of time.

Appraisal will be a supportive and developmental process designed to ensure that all members of staff have the skills and support they need to carry out their role effectively. It will help to ensure that staff are able to continue to improve their professional practice and to develop further in their respective roles.

Appraisals should be a positive experience, although developmental needs and areas where performance has been less strong should also be discussed.

**Appraisal process**

* The Pre-school Leader will carry out the appraisal (the Chair will carry out the appraisal of the Pre-school Leader).
* At least one week’s notice should be given, and a mutually agreed time should be arranged.
* The location of the appraisal should be free from interruption.
* The appraisal period will run for twelve months.
* The main meeting will be carried out in September.
* There will be a half yearly review in March.
* The process should include reflecting and evaluating performance, thereby allowing career and professional opportunities to be identified and new targets to be agreed.
* Up to three targets will be set at appraisal meetings.
* The agreed targets should be written up by the appraiser, agreed and signed by both parties.

**Supervision policy**

Supervision is a planned, accountable, two-way process, which should support, motivate and ensure all practitioners develop good practice. Supervision is now a *statutory* requirement of the revised Early Years Foundation Stage (EYFS) Framework (2012).

*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.’*

Supervision provides opportunities for staff to:

* Discuss any *issues* - particularly concerning children’s development or well-being.
* identify solutions to address issues as they arise.
* receive coaching to improve personal effectiveness.

**Supervision process**

Responsibilities for supervisor:

* Meetings to take place half termly.
* Meetings to take place in the office, free from interruptions.
* Meetings to be organised in advance and only changed in exceptional circumstances.
* Meetings to be well-structured, allowing both the supervisor and the supervisee to contribute.
* Accurate notes should be made and a copy given to the supervisee.

Responsibilities for supervisee:

* To prepare for each meeting, reviewing notes and thinking about the issues to be discussed.
* To be ready to share thoughts and ideas in the meeting.
* Talk openly about what has gone well and what has been challenging.
* With agreement be prepared to plan and undertake training and other development activities.
* Read and agree the notes from the meeting and carry out any required actions.

**Confidentiality**

Although the Supervision record is a confidential document, it *is also* an organisational document which does not belong solely to the supervisor and supervisee. As such the record is neither secret nor private. Under such conditions including auditing, grievance/ disciplinary, internal/external inquiry and complaints, others can access the records.

Templates of Supervising Contract, Record of Supervision & Employee Evaluation of Supervision in Performance Management File.

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 15th July 2014 |
| This policy was last reviewed on: | 29 June 2016 |
| Date of next review: | 16th July 2017 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory | Chair |