



Category	Human Resources		
Document Name	Staff Supervision Procedure		
Approval By	Grafham Grange School Governing Body		
Reference	HR.P5.02	Date Ratified	7 th October 2015
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Related Policies

Document	Reference
Residential Care Standards Policy	RC.P1
Performance Management Policy	HR.P5
GS Performance Management Procedures	HR.P5.01

Reference Material

Guidance
DfE NMS for Residential Schools, April 2015

Related Documents

Name	Reference
Assurance Profile - NMS Residential Care Standards	RC.P1.01

Introduction

This procedure relates to the requirement to supervise staff as specified in the RADIUS Trust Residential Care policy, Performance Management Policy and the DfE National Minimum Standards for Residential Special Schools.

The regularity, nature and quality of supervision and support given to staff is a key component of the overall approach to quality assurance. The quality of the overall outcome and impact on individual students is dependent on the combined effectiveness of each individual member of staff. Knowing the strengths and development needs of each member of staff and supporting them to improve their effectiveness is the prime aim of supervision. Access to a range of effective training opportunities, both joint and specific and across care and education, will ensure continuous professional development.

Formal supervision for all staff will be conducted half-termly and have an operational focus, providing professional mentoring, coaching, guidance and support. The purpose and agenda for these sessions will be agreed with staff and conducted confidentially and the content of such sessions, although separate to the Performance Management reviews will be used to inform the Performance Management Review process.



Aim

- To provide guidance for staff and to help them fully understand their roles and responsibilities.
- To ensure staff meet the school's values and objectives.
- To ensure the quality of services to our students meets the highest standards.
- To promote Continuous Professional Development (CPD) of staff.
- To agree performance management targets and assess progress.
- To ensure that staff are given sufficient resources to carry out their role.
- To reduce stress in the work place.

Principles

- Supervision of staff is a mandatory process and failure to implement and record supervision sessions could result in staff disciplinary action.
- The best interests of the students must always come first.
- Supervision is regular and uninterrupted (every 6 weeks).
- Supervision involves management, development, reflection and support.
- Supervision promotes competent, accountable and empowerment practice.
- Supervision promotes equality & diversity.

Agenda

Supervisors ensure the following items are included on the agenda for all supervision sessions.

- Responses to and methods of working with children including MAPA techniques used, appropriate recording and reporting of school data and the implementation of RADIUS Trust policies and school procedures.
- Evidence of fulfilling the needs of the individual student as identified from their provision map, Personalised Learning Plans (PLP's), placement plans or other agreed assessment tools.
- Degree of personal involvement, feelings, concerns and stress which may impinge on the member of staff's ability to carry out their duties effectively.
- Staff development and training.
- Staff performance management, evaluation, feedback and target setting.
- Guidance on current and new tasks, including setting and maintaining standards.

Recording

- All formal supervision sessions are planned, uninterrupted and recorded on a staff supervision record sheet (see Appendix) and signed by both parties.
- All completed supervision record sheets must be treated as confidential documents and stored securely in line with the RADIUS Trust Data Security, Protection & Retention Policy.
- Staff are responsible for the security of their personal copy of the supervision record sheet.
- A hard copy signed off on by both the supervisee and their supervisor will be kept in a file that is confidential and secure for the purpose of record keeping.



Staff Comment:

2. Evidence of fulfilling the needs of the individual student as identified from their provision map, Personalised Learning Plans (PLP's), placement plans or other agreed assessment tools.

Supervisor Comment:



Staff Comment:

3. Degree of personal involvement, feelings, concerns and stress which may impinge on the member of staff's ability to carry out their duties effectively.



Supervisor Comment:

Staff Comment:

4. Staff development and training.



Supervisor Comment:

Staff Comment:



5. Staff performance management, evaluation, feedback and target setting.

Supervisor Comment:



Staff Comment:

6. Guidance on current and new tasks, including setting and maintaining standards.

Supervisor Comment:



Staff Comment: