

Supervision & Performance Review procedure

Regular Supervision Meetings (one to one)

Meetings will be held with each member of staff and the pre school Manager at least once per term. Chairperson to conduct the meeting for the Manager and Administrator. The date and time of the meetings will be arranged, staff will be given notice.

These should be two way meetings which will benefit and support all staff.

Areas for discussion:-

- review and update from previous meeting, update on any targets.
- what is going well
- work load, key children development update
- training requirements
- Set new targets
- attendance and working hours any issues or concerns
- any other issues or concerns

Staff are encouraged to 'talk' if they have any worries or concern. Meetings can be held at any time if the need arises.

Date: **02/10/19**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: