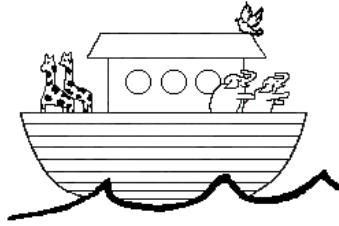


## Noah's Ark



## Pre-School

### **Supervision agreement**

Noah's Ark expects that all team members will be supervised at 6-8 weekly intervals and that the principle functions of the supervisory process are:

- To ensure that staff carry out their responsibilities according to Noah's Ark's policies and procedures
- To maintain and improve quality outcomes for children and families
- To develop a learning environment and culture so that good practice can flourish
- To promote competent, accountable and empowering practice
- To ensure that staff understand their roles and responsibility as stated in their job description
- To assist and support the professional development of the worker
- To be the primary source of support for staff
- To provide regular and constructive feedback to the worker and a formal annual appraisal

#### **The structure we have agreed on for supervision meetings is as follows:**

- Frequency: Every 6-8 weeks and booked in advance
- Length: Up to 1 hour
- Location: The Quiet room (St. John's Church)
- Recording of session: Sessions will be recorded on a pre determined supervision sheet which will include;

1. Discussion of current work activities
2. Actions that need to be met and discussion on progress of actions from previous meeting
3. Concerns or team issues
4. Key children's progress
5. Training needs, discussion of training undertaken and how knowledge will be implemented into the setting
6. Achievements
7. Time management
8. Any other areas for discussion

- There may be a need for more time to discuss certain sections; therefore the time for each section will be monitored to ensure there is enough time to discuss all areas.
- Time from parties (supervisor and supervisee) prior to the meeting is required, to prepare for it. Both must ensure that previous meeting notes are read through beforehand, should highlight any points that need to be made and should decide on areas they would like to discuss and the order of importance.
- There will only be interruptions if there is an emergency that requires either the supervisor or supervisee's urgent attention. A do not disturb notice will be placed on the door.
- The manager (supervisor) will record notes and provide a copy for the staff member. A copy signed by the manager and the staff member will be kept in their personal file in a locked filing cabinet.
- If the appointment has to be cancelled the manager will take responsibility to reschedule the supervision.
- Confidentiality will be maintained but if an issue is brought up that may need to be discussed with another member of staff, permission from the supervisee will be asked at the time of the meeting.
- If a disagreement arises that cannot be resolved through discussion the manager or the member of staff (if applicable) will seek support and advice from the committee or external agencies.