

Policy on Supervision, Appraisal and Staff Development

Holy Trinity After School Club are striving to provide excellence through a culture of continuous improvement. This involves learning – for both staff and pupils.

We are mindful that our staff are our greatest resource and therefore see the benefit of having regular and continuous staff development in place

Staff development is the process of staff learning which aims to increase the effectiveness of all staff both as individuals and as team members. It thus enables them to contribute to the setting's vision and goals and to fulfil its guiding principles. The staff development process will ensure mutual benefit for the individual and the setting.

Purposes

Our staff development process will:

- contribute to improving and developing the overall effectiveness of the service, meeting the needs of children, parents and the community
- ensure job satisfaction, personal achievement, individual and team effort, thus providing for personal advancement
- improve and develop job related skills in the context of changing needs
- build co-operation between staff
- ensure that all staff are valued and recognised as the school's most important asset

Guidelines

All staff development activity is planned in the context of the setting's vision, goals and guiding principles. Resources are prioritised to achieve these goals.

Financial and other resources for staff development are provided annually and apportioned in accordance with priorities for strategic development, continuing professional development and future planning.

Staff are supported in determining and meeting their own development needs.

Line Managers (team leaders) have a responsibility to enable appropriate development for staff, within agreed budgetary constraints and at the discretion of the manager/principal. This includes the provision of, or the sourcing of, appropriate training support.

Identifying Staff Need

In order that staff needs can be assessed the line managers are constantly, informally reviewing the performance of all staff. This information is regularly relayed to staff through informal conversations, staff meetings etc. The principal also provides an oversight of staff performance which is relayed in discussion with the line managers.

In the Preschool the leader acts as supervisor and informal reviewer of the assistants within the room. In the After School Club the Manager undertakes this role with the room leaders and the room leaders with the assistants.

Where any issues are observed these are reported to the line manager who will discuss the matter in private with the individual concerned. Where the matter is of a general nature, relating to practice, this may be dealt with generally at a staff meeting.

When issues arise consideration is given to the need to review staff training or to provide specific training for individual staff members.

Records of all staff training attended are maintained for each member of staff.