



Holy Trinity Preschool Supervision, Appraisal and Staff Development Policy

Policy approved by Preschool Management Committee

Dated

Signed

Review Date

Holy Trinity Preschool

Holy Trinity preschool is striving to provide excellence through a culture of continuous improvement. This involves learning - for both staff and children.

We are mindful that our staff are our greatest resource and therefore see the benefits 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 benefits for the individual and the setting.

Purposes

Holy Trinity Preschool staff development process will:

- Contribute to improving and developing the overall effectiveness of the services, meeting the needs of the children, parents and the community
- Ensure job satisfaction, personal achievements, 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.

The Preschool leader has a responsibility to enable appropriate development for staff, within agreed budgetary constraints and at the discretion of the principal. This includes the provision of, or the sourcing of, appropriate training support.

Identifying Staff Need

In order that staff can be assessed the Preschool Leader is constantly, informally reviewing the performance of all the 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 Preschool Leader. In the Preschool the leader acts as supervisor and informal reviewer of the assistant within the room.

Where any issues are observed these are reported to the principal 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.