

Staff Supervision and Appraisal Policy

Holy Trinity After School Club recognises the need for regular and effective supervision of staff. Supervision is a formalised meeting provided by the manager. The manager meets with each member of staff each term supervision and once per year for the annual appraisal. In the annual appraisal each staff member discusses and agrees their main objectives for their role in the coming year in line with the organisational objectives. The manager assists each member of staff in planning these objectives.

This is to ensure the following:

- That each staff member feels well supported and motivated in his/her work.
- That quality services are delivered to the children in our care.
- That the organisation functions effectively.

Supervision is an opportunity to review staff's performance and to monitor their progress. Any gaps in skills and training needs can be identified in order to enhance professional development. The staff members' achievements in their work are also identified and celebrated.

It is a place where a member of staff can be challenged supportively and constructively within mutually agreed and accepted boundaries. Issues relating to the workplace and working practices can be identified and discussed and targets agreed upon.

This is also an opportunity to show that the member of staff is a valued member of the After School team and it offers a chance to ensure that their emotional wellbeing is considered and that their personal development needs are being met. During the sessions the member of staff will be able to 'offload' any concerns and these can be discussed in a supportive environment.

All staff will have an annual performance review (appraisal), with the manager. During the appraisals staff and the manager will agree on the objectives for the staff member for their role in the coming year in line with the organisational objectives. This will reflect on the progress achieved and the training and development requirements to allow for personal development and meet the requirements of the job.