



Elmfield Rudolf Steiner School

**Early Years Department
Supervision Procedure**

May 2019

Policy Tracker – Responsibility for monitoring this policy: Diana Ball (Education Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Governing Board
01/05/19	Diana Ball	Education Lead	

Early Years Department Supervision Procedure

The main purpose of supervision is self-reflection. It aids in meeting the needs of the children and it assists staff to manage obstacles and issues arising.

Elmfield School's Early Years Department follows the DfE's EYFS Statutory Framework requirements for supervision. We achieve this by a series of supervision-, mentoring- and department-meeting sessions. We also try to address any immediate issues or concerns that arise with open communication, informal meetings and dynamic 'in the moment' mentoring, between teachers and between teachers and assistants.

Supervision meeting:

Each term, 1 hour of mentoring and department meeting time is used for a formal supervision session between teacher and assistant. The purpose of this meeting is to discuss aspects of the work the assistant may need support with, to allow opportunities for self-reflection and to agree actions for self-development. This may include tasks to be undertaken, aspects of practice to be developed/ improved upon or CPD needs identified. Notes and actions set are recorded on a supervision form, and a copy kept by each person.

Mentoring meeting:

There is a weekly mentoring session between each teacher and assistant in the department. This lasts for half an hour and is protected paid time for the assistants. At this meeting:

- the progress of the children is discussed, and next steps developed
- classroom practice and the rhythms of the week and planning ahead are talked about
- there is an opportunity for either person to discuss any difficulties that may have arisen, speak about challenges and celebrate successes
- notes are recorded at each meeting.

Time will be made up if a session cannot take place for whatever reason.

Every two weeks the teachers meet to mentor each other as a group. Notes are recorded at each meeting. The time is flexible in duration as it forms part of the contracted hours but is usually between 45 minutes to 1 hour. If a session cannot take place for whatever reason, the session will be rearranged for the next available time to mentor as a group.

This space is given over to:

- child awareness
- issues that have arisen in the department that need to be discussed and /or resolved
- space for each teacher to talk about challenges either with aspects of the work or particular children
- space to share best practice and review our working practices, review paperwork, moderate assessment, plan topics to bring to the whole department meeting, and talk about staff and department development

Whole department meeting

Once a fortnight, an extra half hour of protected paid time is used for the whole department to meet together. This is a formal meeting with an agenda, and minutes are taken. This is an opportunity to:

- bring child awareness to the larger group
- highlight any Health and Safety issues
- alert staff to upcoming events or changes to the usual pattern of the week
- share policies and risk assessments
- share good practice, new ideas and feedback from any CPD training undertaken by a staff member
- discuss whole department issues such as:
 - domestic task rotas
 - any work in the department that needs to be done by all, and
 - new initiatives.