

Kush Montessori: Supervision and Appraisal Policy

Policy Updated: 9 February 2026

Next Review Date: February 2027

Approved By: Aisha Idris Mahama

1. Purpose

The purpose of this policy is to: - Ensure all staff at Kush Montessori receive effective support, supervision, and appraisal. - Promote high-quality teaching and care for children. - Identify training needs and support staff professional development. - Encourage reflective practice and continuous improvement.

2. Scope

This policy applies to **all nursery staff** at Kush Montessori.

3. Objectives

- To provide regular, structured supervision to support staff in their role.
 - To evaluate performance fairly and systematically through an appraisal process.
 - To provide opportunities for professional growth and career progression.
 - To ensure the welfare, development, and safeguarding of children remains central to staff practice.
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4. Supervision

4.1 Definition

Supervision is the regular, supportive process where staff meet with a line manager to discuss: - Work performance - Challenges and achievements - Professional development needs - Wellbeing and safeguarding concerns

4.2 Frequency

- All staff will receive **formal supervision at least once every 6-8 weeks**.
- Additional supervision sessions may be scheduled if needed.

4.3 Structure of Supervision

Each supervision session should include: 1. **Review of previous actions** – What has been achieved since the last meeting? 2. **Current workload discussion** – Any issues or challenges? 3. **Professional development** – Training needs, CPD, qualifications progression. 4. **Wellbeing check** – Staff wellbeing and support needs. 5. **Safeguarding review** – Any concerns or updates regarding child safety.

4.4 Documentation

- Notes from each supervision session will be recorded and securely stored.
 - Staff will have the opportunity to review and sign their supervision notes.
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5. Appraisal

5.1 Definition

Appraisal is a formal process to assess staff performance over a fixed period, set objectives, and review progress.

5.2 Frequency

- Appraisal will occur **annually**, with a mid-year review if necessary.

5.3 Appraisal Process

1. **Self-assessment** – Staff complete a self-review against agreed objectives and professional standards.
2. **Manager assessment** – Line managers assess performance, conduct observations where applicable, and review development progress.
3. **Feedback discussion** – Staff receive constructive feedback in a formal meeting.
4. **Objective setting** – New objectives and development plans are agreed for the next appraisal cycle.
5. **Training & CPD** – Identify training and professional development opportunities to support objectives.

5.4 Performance Improvement

- If concerns are identified, a **Performance Improvement Plan (PIP)** may be implemented to provide additional support.
 - Staff will be given clear expectations and a timeline for improvement.
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6. Roles and Responsibilities

Role	Responsibility
Manager / Senior Manager	Conduct supervision, appraisals, monitor performance, support staff wellbeing, ensure safeguarding compliance.
Staff Member	Engage in supervision and appraisal, reflect on practice, complete self-assessment, attend training, raise concerns.
HR / Administration	Maintain records, track appraisal schedules, ensure policy adherence.

7. Confidentiality

- All supervision and appraisal discussions are confidential.
 - Documentation is stored securely and shared only with relevant management and HR personnel.
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8. Monitoring and Review

- This policy will be reviewed **annually**, or sooner if required by changes in legislation or Ofsted guidance.
 - Feedback from staff will be considered in policy updates.
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