

APPRAISAL (SUPERVISION) POLICY



Purpose

The purpose of appraisal and supervision is to support staff development, improve performance and ensure high-quality delivery. It provides a structured opportunity for reflection, feedback and professional growth, while maintaining safeguarding and wellbeing standards.

Aims

- Support staff to deliver high-quality provision
- Identify strengths and areas for development
- Provide regular feedback and guidance
- Promote continuous professional development (CPD)
- Ensure safeguarding and wellbeing are prioritised

Who it Applies To

This policy applies to all staff, including:

- Area Managers
- Coaches
- PE Mentors
- Wraparound staff
- Volunteers (where appropriate)

Types of Supervision

1. Formal Appraisal (Annual)

- Conducted once per year
- Reviews overall performance against role expectations

- Sets clear targets and development goals
- Links to CPD and career progression

2. Regular Supervision (Termly/Half-Termly)

- Ongoing professional discussions
- Focus on wellbeing, workload and support
- Opportunity to raise concerns or challenges
- Review progress towards targets

3. Informal Check-ins

- Regular conversations with line managers
- Immediate feedback and support
- Used to address day-to-day practice

Supervision Content

Supervision sessions may include:

- Review of performance and delivery
- Safeguarding updates and concerns
- Health, safety and wellbeing
- Training and development needs
- Feedback from schools, pupils or parents
- Reflection on practice and next step

Safeguarding

Supervision plays a key role in safeguarding:

- Staff can raise concerns in a safe environment
- Managers ensure safeguarding procedures are followed
- Any concerns must be recorded and acted upon immediately

Recording

- A brief record of each supervision/appraisal is kept
- Actions and targets are clearly agreed
- Copies are shared with the staff member
- Records are stored securely

Responsibilities

Managers will:

- Provide regular, supportive supervision
- Set clear expectations and targets
- Offer constructive feedback
- Identify and support development needs

Staff will:

- Engage positively in supervision
- Reflect on their practice
- Act on feedback and agreed actions
- Raise concerns when needed

Review

This policy will be reviewed annually to ensure it remains effective and aligned with organisational and safeguarding requirements.