**Employee Performance Review**

(To be used to prepare for a Supervision meeting)

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| Name |  |
| Date of Supervision |  |
| Line Manager |  |
| Job Role |  |
| Additional responsibilities |  |

Have you had any Professional Discussions since your last Supervision? If yes, note your thoughts about any actions you were given. Do you feel you have achieved the actions made?

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Were you given any Actions in your last Supervision? If yes, note your thoughts about what you have done to achieve the actions. Do you feel you have completed the actions?

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Were you given any Recommendations in your last Supervision? If yes, note your thoughts about whether you have taken the recommendation on board. Do you feel you there is more to do?

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**EYFS SECTION 1 & 2**

**Observation, Assessment and Planning – Is this working well? Do you need any further help on improving in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Areas of Learning – How do you support your children in all the areas of learning? Do you need any further help on improving in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Characteristic of Effective Teaching and Learning – How do you ensure your children have the opportunity to use the characteristic of effective teaching and learning? Do you need any further help on improving in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Curriculum – Do you have good subject knowledge of how you work together with the child to help them achieve in all the areas of learning? Are there any areas of learning you find difficult to supply? Do you need any further help on improving in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Key Children – Note where all your key children are in relationship to the EYFS and whether they are on or above target or where you may have concerns about their progress. Note anything you are doing in particular to support individual children.**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Child Protection – Note any issues/updates about children that have already been identified. Do you feel confident in supporting these children and are the Safeguarding Officers supporting you and giving you regular updates?**

**PLEASE NOTE THAT CHILD PROTECTION ISSUES SHOULD NOT BE LEFT UNTIL SUPERVISIONS TO BE RAISED. THEY NEED TO BE RAISED AS SOON AS A CONCERN IS IDENTIFIED.**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**EYFS SECTION 3**

**Safeguarding** is the policies and practices that team members employ to keep **children** safe and promote their well-being. **Child Protection** is a term used to describe the activity that is undertaken to **protect** specific **children** who are suffering or likely to suffer significant harm.

**Child Protection – What does this mean to you? How do you report a concern and who do you report it to? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Safeguarding – How do you safeguard all the children? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Ratios – Note the ratios for the rooms/setting that you work in? Are these adhered to? Do you feel they are adequate for the children in the room/setting? Are there any children that make the ratios inadequate?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Food and Drink – Do you feel that Fizzy Fish ensures that the children have suitable meals and snacks? Are there any changes you feel may benefit the children? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Medicines – What is our policy on this? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Accidents and Injuries – What is our policy on this and have there been any accidents or injuries that Fizzy Fish can learn from?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Understanding and Supporting Children’s Behaviour – Do you have any children that have behavioural issues? If so, note how you are currently dealing with this situation. Have you spoken to your Line Manager? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Dynamic risk assessment** is: “The continuous process of identifying hazards, **assessing risk**, taking action to eliminate or reduce **risk**, monitoring and reviewing, in the rapidly changing circumstances of an operational incident.

**Environment/Risk Assessments – How do you ensure the environment is always ‘suitable’? Are you familiar with these? Do you ‘dynamically’ risk assess the area? What do you do if you feel something is unsafe? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Equipment/Resources – Any issues? Are there any resources you feel may benefit your room/setting?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Health and Safety – Any issues? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**PREVENT/British Values – How do you support children with the fundamental British Values? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Equalities and Diversity – Any issues to report? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Child records – What child records are you expect to keep up to date? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Concerns and Complaints– Anything you need to share or that affects you?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Public Interest Disclosure – Are you concerned about any member of staff? If you were, what would you do? Do you need more knowledge in this area?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**PERSONAL EFFECTIVENESS**

**Wellbeing** is “the state of being comfortable, healthy, or happy.”

**Working within the Team/Wellbeing and Involvement – Do you feel supported and part of the team? Is there anything you feel that could be done to improve team working? Is there anyone that makes your life difficult at work? Are you happy in your work? Do you feel that you get involved in the running of your room and making suggestions about things that may help the overall running of the setting/business?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Role Model – Do you feel that you are a good role model and is there anything you feel other team members could do to improve their role modelling?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Record Keeping – Are you up to date with Tapestry and report writing? Have you carried out any Two Year Old Checks?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Policies and Procedures – Are you up to date with reading the Policies and Procedures? Do you find the quizzes helpful to keep abreast of the content?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Contribution to the Setting – Do you feel that you contribute to the setting and can you give any examples of contributions you have made?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**What’s gone well since your last Supervision?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**What’s not gone well?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Is there anything can Fizzy Fish do to help you in your work?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**TRAINING and DEVLOPMENT**

**Training completed – Have you completed any qualifications or attended a training course since your last Supervision?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Room Observation feedback – If you have had an observation since your last meeting, what do you feel about the feedback given?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Mentoring/Coaching – Have you received or given any mentoring and/or coaching, if so give the details? How did this go?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Studying – If you are studying, how is this going and are there any problems which Fizzy Fish might be able to help with?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**PERSONAL**

**Health – Do you have any health issues that you haven’t previously told us about?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Work**-**life balance** refers to the level of prioritisation between personal and professional activities in an individual's **life** and the level to which activities related to their **job** are present in the home.

**Work life balance – Do you have any problems with your work life balance?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Issues at work – Are there any issues at work that are affecting you personally or your work?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Medical changes – Is there anything new or changes to your current medication that we need to be aware of?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Wellbeing – Is there anything that maybe affecting your wellbeing at work or at home life that you need to make us aware of?**

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| Evaluate your performance (what are you doing) | Reflective notes (is there more to be done) |
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**Notes about, new since last supervision, any convictions, cautions, court orders, reprimands or warning that may affect your suitability to work with children.**

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