

STAFF SUPERVISION AND SUPPORT

PURPOSE:

Supervision and support are important to ensure that staff are supported in their work and that their work is carried out effectively. Additionally, supervision sessions provide an opportunity to follow through on staff development issues noted in staff performance reviews.

SCOPE:

- Frequency of supervision
- Process of supervision for the Executive Officer and staff of Breakaway Toowoomba Inc.

POLICY:

All staff will be provided with regular supervision which will include an annual performance review (refer Performance Planning and Review Policy). Staff should contact their facilitator if issues arise between supervision sessions that need to be dealt with urgently.

PROCEDURE:

1 Supervision and Support for the Executive Officer

The Chairperson of Breakaway Toowoomba Inc Management Committee (or other nominated Committee member) is responsible for providing supervision and support to the Executive Officer. The Committee member responsible will have relevant skills and experience.

2 Supervision and Support for Staff

The Executive Officer is responsible for providing supervision and support to all other staff .

3 Structure of Supervision

Supervision may cover the following areas:

- review of performance since last session;
- major activities planned before next session;
- organisation issues;
- feedback on performance including identification of strengths and weaknesses;

Reviewed: 10/02/2010

Ratified by Management Committee: 18th February 2010

Review Date: February 2011

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Approved:.....

- identification of strategies for staff development, especially in addressing staff weaknesses.

Approved (Executive Officer) David Bar Date 18.02.10

Approved (Chairperson) Paul Derrin Date 18.02.10

Approved: DB