

We all contribute. We all benefit

# Support Team Partner Review

Your Full Name:	
Your Job Title:	
Your Start Date:	
Date of Review:	
Reviewed by:	

**Notes for completion:**

Our Support Team play a valuable role within the setting therefore it is important that they have touch points with their Management Team.

The frequency of the review should be determined by how often you see the Support Team Member.

It is recommended that you have two reviews each year with employees who complete regular shifts at the nursery; however, you may choose to hold fewer reviews with those Support Team members who you see less frequently.

## Your Review

Use the below questions to guide a discussion about the last year.

Talk to me about your role, and how you feel working within your nursery team?

What does good communication mean to you in your role?

Tell me about any new challenges you've encountered since your last review?

Can you share with us how you contribute to the quality and overall success of the nursery?

If relevant, can you share with us your progress on any actions or recommendations arising from peer observations or any formal meetings since your last review? E.g. outcome of an investigation, disciplinary or IWP.

# My Future Development

Answering the questions below will allow us to learn more about your abilities and aspirations.

Are there any areas of your role which you would like further training on?

Are there any objectives that you wish to set yourself?  
If yes please complete the Partner Development Plan

Where do you see yourself in the next 12 months?

## Safeguarding Review

Do you have any safeguarding, welfare or development concerns in relation to a child or their family?

Do you have any safeguarding concerns in relation to a colleague?

Have there been any changes in your personal circumstances that may affect your suitability work with children?

Additional notes

Your Full Name	
Your Signature	
Date of Review	

Manager's Full Name	
Manager's Signature	
Date of Review	