



# Roar Staff Supervision Agreement



Agreement between \_\_\_\_\_ (Supervisor) and \_\_\_\_\_ (Supervisee)

*This agreement is in place and designed to be a tool that will underpin and maintain a good supervisory relationship. It will be completed in partnership between supervisor and supervisee and should be completed at the start of any new supervisory relationship, and reviewed annually. The quality of any supervisory relationship relies heavily on the conversation, and so this tool is designed to provide an effective foundation for discussions within supervision.*

## Practical Arrangements

Frequency	
Location	
Duration	
Cancellation agreements	
Availability of supervisor for ad-hoc discussions	

## Content

Process for agreeing agenda	
Prep for supervision should include	
Priority areas for regular discussion	

## Making it work

Purpose of supervision	
What should supervisee bring to the relationship?	
Supervisee expectations of supervisor?	
Supervisor expectations of supervisee?	
Any factors to acknowledge prior to development of supervisory relationship?	
Agreed permissions	

<b>What methods will be used if any difficulties in the relationship arise?</b>	
<b>All areas below covered with supervisee?</b>	<b>Yes / No</b>

1. **Confidentiality:** This supervision session is confidential between the Supervisor and Supervisee. The supervision session should not be discussed, with a third party, unless with prior agreement of both parties. The exception to this is if an issue is unresolved and has to lead to procedures being implemented, such as discipline or grievance procedures.
  
2. **Regularity:** Supervisions will be held every six weeks, when possible, but no longer than two months after the last supervision session. Frequency may be increased at the discretion of the Line Manager to enhance performance development.
  
3. **Location:** All supervision sessions will take place on school premises. It will take place in a quiet place with no interruptions. It will take place in a room, which is being used for that sole purpose i.e. not in a communal space.
  
4. **Length of Session:** Each supervision session will be of no less than 30 mins and no longer than two hours.
  
5. **Cancellation:** Supervision is integral to our school’s wellbeing policy for staff, and will only be cancelled when there is no other option e.g. illness, or a crisis situation. If cancelled, then another date to replace a missed session should be booked in asap and in accordance with regularity of supervisions.
  
6. **Preparation:** The supervisee and supervisor have a responsibility to prepare for the session and will contribute to a shared agenda.
  
7. **Equality and Diversity:** Any relevant equality issues will be discussed and ways to address them sought.
  
8. **Recording:** The supervisor will keep a written record of the sessions, which will be agreed and signed by both Supervisor and Supervisee.

**Signed:** ..... (Supervisor) and .....(Supervisee)

**Date:**

## STAFF SUPERVISION

**The aim of supervision:**

**OBJECTIVES:**

**1. Accountability objectives (if supervisors are the line managers):**

**2. Professional development:**

**3. Support objectives:**