

# Sample Supervision Record

Supervision Record	
<b>Supervisee:</b>	<b>Supervisor:</b>
<b>Date:</b>	

Agenda Item	Summary of Discussion	Decisions/ Actions	Responsible Person	Timescale
<b>Issues relating to staff development.</b> e.g feedback from training. Progress in respect of PDP. Development opportunities.				
<b>Issues relating to staff well-being</b> e.g sickness. Any current stressors or issues relating to staff well-being (including workload review). Reasonable adjustments under Disability Discrimination Act if required.				
<b>Issues relating to professional practice and school requirements.</b> e.g impact of any new policies/ procedures/organisational expectations. Consideration of what has worked well in relation to practice. Any issues relating to quality of practice/ performance.				
<b>Any other issues</b>				
Signed Supervisor	Date			
Signed Supervisee	Date	<b>A copy to be given to supervisee and a copy retained and filed securely by the supervisor.</b>		