

Sample Supervision Policy: Introduction

Supervision is a method of ensuring that staff are clear about their responsibilities and supported in their roles to safeguard students and promote their well-being. This policy is based on the premise that the supervision of staff is an integral part of the day-to-day business of our school and supplements other management practices. It will occur both formally and in other forums, including informal discussions and group settings, and in these forums the process of supervision should be informed by the standards set out within this document.

[This School] recognises that:

- Staff supervision is integral to the effective delivery of services.
- The quality of staff supervision impacts on outcomes for students.
- The delivery of supervision must be a priority task within the school.
- Staff have the right to receive regular formal supervision from supervisors who have received appropriate training and are supported within their supervisory role.
- Staff who are offered supervision have a responsibility to participate in supervision and attend formal sessions.
- The process of supervision is a shared responsibility: staff and their supervisors are expected to contribute to the effectiveness of the process and the school has a responsibility to facilitate a culture which supports the process.

Scope

[To be developed and agreed by the school depending upon management structure.]

Definition – what is supervision?

[To be developed and agreed by the school but could be based on the definition below.]

Supervision is a process by which one **member of staff** is given responsibility by the school to work with another staff member/groups of staff in order to meet certain organisational, professional and personal objectives, which together promote the best outcomes for **students**. These objectives are:

1. Competent accountable performance (QA/ governance)
2. Continuing professional development (developmental)
3. Supporting well-being
4. Engaging the staff member with the school (organisational engagement).

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The process of supervision is supported by the development of a relationship between supervisors and supervisees which provides a safe environment to support the staff member(s) and facilitate reflection, challenge and critical thinking.