

# Sample Supervision Policy: Statement of Expectations

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

The school will:

1. Prioritise supervision as an important activity within the school.
2. Ensure that all staff who come within the scope of this policy have a named supervisor.
3. Clarify what needs to be shared with the line manager who has responsibility for the staff member's work and welfare.
4. Provide training and ongoing development opportunities for supervisors.
5. Ensure an appropriate space is provided for meetings, whether individually or in groups.
6. Regularly evaluate the quality of supervision being provided.

Supervisors will:

1. Ensure the delivery of one-to-one/group supervision sessions at a frequency in line with this policy.
2. Ensure that supervision is recorded in line with the expectations set out within this policy.
3. Ensure that the prime focus of supervision is to safeguard students' well-being and maintaining public trust (Teacher's Standards, 2011).
4. Use the supervision agreement as the basis for the development of a relationship where supervisees can be supported in their work to reflect on their practice and encourage their well-being.
5. Ensure the supervisee is clear about how to raise any concerns about the quality of supervision being received.
6. Use the supervisory process to learn from good practice and give constructive feedback to promote professional development.
7. Pass performance concerns if they arise onto their line manager as agreed with the supervisee/policy.
8. Take responsibility for their personal development as a supervisor and use their own supervision to reflect on their supervisory practice.

Supervisees will:

1. Take responsibility for attending one-to-one supervision or group sessions as set out in their supervision agreement.
2. Prepare adequately for supervision and take an active part in the process.
3. Take responsibility for raising any concerns they may have about the quality of the supervisory relationship with the supervisor or, if this is not possible, the third party named within the supervision agreement.