

Sample Supervision Policy: The Supervision Agreement

The development of a productive supervisory relationship starts with:

- Clarity about roles and responsibilities and the school's requirements.
- Building rapport, understanding each other's perspectives and any factors that might affect the process.
- Acknowledging that effective supervision may not always be comfortable, and exploring how power, authority and differences of opinion may be negotiated.

This process should be captured within the written agreement and it is the responsibility of supervisors to ensure that an agreement is in place for every supervisee using the school's template. This agreement should be signed by both parties and placed in the supervisee's file.

The written agreement is a working tool and should be reviewed at least once a year.

Supervision Process and Content

[To be developed and agreed by the school but could refer to the purpose of supervision and the use of the supervision cycle.]

Recording Supervision

[To be developed and agreed by the school.]

Monitoring and Review

[To be developed and agreed by the school – including how supervisee feedback on the process will be obtained.]