

Sample Supervision Agreement

Supervision Agreement

Agreement between _____ and _____

This agreement is designed to be a working tool to underpin the development and maintenance of a good supervisory relationship. The agreement should be:

- Completed at the start of a new supervisory relationship.
- Reviewed at least once a year.

The expectations of the school regarding supervision are set out within the Supervision Policy, are non-negotiable and provide the framework for this agreement.

The effectiveness of the Supervision Agreement depends upon the quality of the conversation between the supervisor and supervisee, and it is very important that this document provides a foundation for discussion. It should be completed at the conclusion of an exploration of the issues and not become a form-filling exercise.

Practical Arrangements

Frequency of one-to-one / group supervision _____

Duration _____

Venue _____

Arrangements if either party needs to cancel:

Availability of the supervisor for ad hoc discussions between sessions will be:

Content

The process for agreeing the agenda will be

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Preparation for supervision will include

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Particular priority areas to be discussed regularly

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Making Supervision Work

What does the supervisee bring to this relationship (e.g. previous work experience, experience of being supervised, preferred learning style)?

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What are the supervisee’s expectations of the supervisor?

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What are the supervisor’s expectations of the supervisee?

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Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. social graces – gender, gender identity race, religion, age, ability, health etc)?

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Agreed ‘permissions’ e.g. It is OK for the supervisor not to know all the answers/for the supervisee to say they are stuck, etc.

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How will we recognise when the supervisory relationship is not working effectively?

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What methods will be used to resolve any difficulties in working together?

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Any other relevant issues for this agreement?

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