

Wandsworth Prep School

EYFS Supervision Agreement Form

This supervision contract is between:

The Supervisor (name)

and

The Supervisee (name)

Expectation of Supervision

Key objectives of supervision are:

- To ensure that the supervisee understands and performs to the standards expected by the setting.
- To ensure that the supervisee is clear about her/his key roles and responsibilities.
- To enable the supervisee to develop both personally and professionally.
- To be a primary source of support for the supervisee recognising the demands of the job.
- To provide regular and constructive feedback to the supervisee on her/his performance.
- To supervisee to discuss any concerns or issues that they may have and develop an action plan.
- To review the supervision agreement at least annually.

Arrangements agreed for supervision:

Frequency: Each term

Duration: Approximately 20 minutes.

Cancellation will only occur if: Staff absences or medical emergencies; rare events such as inspections that call the Manager away from the normal routine.

Procedure for recording supervision: Forms will be signed and kept.

Purposes for which the supervision record may be used: To Inform Appraisal and as a record of achievement.

Who else may have access to the supervision record: The Headteacher, Head of Keystage, Deputy Manager in absence of Manager.

Storage of the supervision record: Individual folders are kept in a lockable cabinet.

Content and Focus of Supervision

- Reviewing work by discussion, reports and observation.
- Agreeing and monitoring action plans in line with policies, procedures and statutory requirements.
- Developing knowledge and skills by encouraging reflection and self assessment of performance.
- Identifying training and development needs.
- Providing space for reflection more generally on experience and feelings about the work and individual issues.

Agreements and expectations of each other To undertake the supervision process professionally and enter into constructive dialogue. To maintain confidentiality within the limits laid out below.	
What I can expect from you, my Supervisor To listen and discuss any issues that arise. To be professional and polite. To organise any targets or actions that need to be addressed.	
What I agree to contribute as a Supervisee to making this work	
What I expect of you as a Supervisee To listen and take part in discussion. To follow through with any recommendations to your professional practice.	
What I agree to contribute as a Supervisor to making this work To allow time to listen and discuss issues. To offer counsel and coaching to help supervisees to contribute well to the setting.	
The limits to confidentiality in supervision are: 1. Behaviour that brings the Nursery or School in disrepute 2. Harm to self or others 3. Illegal Activity 4. Activities that have Safeguarding/Child Protection Concerns 5. Activities that could lead to disciplinary procedures,	
The procedure if there are difficulties working together is to raise the issue with the headteacher or another senior line manager.	
This supervision agreement to be reviewed on _____ <i>Date</i>	
Signed _____ <div style="text-align: right;"><i>Supervisor</i></div>	Signed _____ <div style="text-align: right;"><i>Supervisee</i></div>
Date _____	Date _____