

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.

<p>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.</p>	
<p>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.</p>	
<p>What I agree to contribute as a Supervisee to making this work</p>	
<p>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.</p>	
<p>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.</p>	
<p>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,</p>	
<p>The procedure if there are difficulties working together is to raise the issue with the headteacher or another senior line manager.</p>	
<p>This supervision agreement to be reviewed on _____ <i>Date</i></p>	
<p>Signed _____ <i>Supervisor</i></p>	<p>Signed _____ <i>Supervisee</i></p>
<p>Date _____</p>	<p>Date _____</p>