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| **Supervision Agreement** | | |
| Employee Name:  Job Title:    Date of agreement: | | Department:  Supervisor Name:  Date of planned review: |
|  | | |
| This agreement is designed to be a working tool to underpin the development and maintenance of an effective supervisory relationship. The agreement should be:   * Completed within the first two months of a new supervisory relationship being established * Reviewed at least once a year.   The expectations of the organisation 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 conversation between the supervisor and supervise and 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 CONSIDERATIONS** | | |
| Frequency of one to one supervision will be … | |  |
| Supervision will last… | |  |
| Venue for supervisions … | |  |
| Arrangements if either party needs to cancel… | |  |
| Circumstances under which supervision may be interrupted… | |  |
| Availability of the supervisor for ad hoc discussions between sessions will be… | |  |
| **CONTENT** | | |
| Who will prepare the supervision agenda... | |  |
| Preparation for supervision will include… | |  |
| Case discussions and decisions from formal and ad-hoc discussions will be recorded on the child’s record by… | |  |
| Where, when, how and by whom… | |  |
| When will it be shared… | |  |
| **MAKING SUPERVISION WORK** | | |
| What does the supervisee bring to this relationship;   * previous work experience? * experience of being supervised? * preferred learning style? |  | |
| What are the supervisee’s expectations of the supervisor? |  | |
| What are the supervisor’s expectations of the supervisee? |  | |
| For the supervisee: Think about the best supervision you have ever had…  What was it that made this supervision so good?  What factors contributed to the success of this supervision? |  | |
| Both: What might need to change to make supervisory meetings the best they can be? |  | |
| Are there any cultural similarities or differences that could affect the supervisory relationship? (e.g. race, gender, religion, impairment)  If so, what might we need to think about (and agree) to enable a relationship based on trust, care and mutual respect? |  | |
| Permissions: e.g. is it okay for the supervisor not to know all the answers or the supervisee to say they are stuck? |  | |
| How will feedback about excellent work by the supervisee or supervisor be given? How will it be recorded? Who else will it be shared with? |  | |
| How will feedback about performance concerns be given? When, and where? |  | |
| How will the supervisee be supported to explore and develop areas of interest and career development opportunities? |  | |
| How will we recognise when the supervisory relationship is not working effectively? |  | |
| What methods will be used to resolve any difficulties in working together? |  | |
| Any other relevant issues for this agreement? |  | |
| Date for this agreement to be reviewed: | | |

Supervisor signature:

Supervisee signature:

Date: