

Practice
Tool

Supervision agreement template

Supervision agreement

Agreement between:

and:

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 at the start of a new supervisory relationship, or at the earliest point after that
- > 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 supervisee, and it is very important that this document provides a foundation for discussion. It should be completed at the conclusion of a discussion in supervision rather than filled out at the time.

Practical arrangements

Frequency of one-to-one / group supervision

Venue

Arrangements if either party needs to cancel

Availability of the supervisor for ad hoc discussions between sessions

Content

The process for agreeing the agenda will be

Preparation for supervision will include

Priority areas to be discussed regularly

Making supervision work

What does the supervisee bring to this relationship (e.g. previous work and/or life 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?

How might the different roles which the practice supervisor may adopt during supervision affect the relationship? (for example: challenging and broadening the supervisee's perspective, coaching re direct practice skills, seeking the perspective of the person receiving services, giving feedback to improve performance and highlighting examples of effective practice). Has the supervisee had experience of practice supervisors working in this way previously?

Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. race, culture, gender, sexual orientation, disability, learning difficulties or neurodiversity)?

Agreed 'permissions' e.g. it's OK for the supervisor not to know all the answers / for the supervisee to say they are stuck, etc.

How will we know when supervision is going well? What will each of us be doing?

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

How will we give each other feedback about our experience of working together?

What methods will be used to resolve any difficulties in working together? (e.g. discuss difficulties together, seek advice from a more senior colleague)

Any other relevant issues for this agreement?

Signed (supervisee)

Signed (supervisor)

Date

Review date

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