



Wac Arts College
Supervision Policy

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1. The Purpose of Supervision

- Explore the relationship between ourselves, the students, our colleagues, the supervisor and the organisation
- Discuss task list, PDR plan and general line management matters
- Explore the organisational context both locally & nationally
- Explore how your role works within Wac Arts College

2. Scope

All members of Wac Arts College staff team will have a supervision meeting at least once a half term.

There will be a written record of this meeting using the Wac Arts College Supervision Pro-forma (see appendix 1)

3. The Benefits of Supervision

Staff benefit from all the styles of supervision described:

- learn and develop improved working practices, skills and knowledge
- values by developing skills of reflection, creative thinking, problem solving and learning from mistakes and successes
- motivated and empowered
- supported and encouraged
- develop critical evaluation skills
- develop self awareness e.g. strengths, personal style preferences
- identify and understand own development needs and how to address them
- develop confidence
- develop strategies for change

The Organisation benefits from all styles of supervision described:

- assures high quality/improving services to clients and safeguards standards
- supports innovation, experimentation and risk taking
- develops relationships e.g. between managers and staff
- develops mutual understanding and positively influences team relationships as trust and openness are established
- encourages evidence based practice and responsiveness to relevant national/professional agendas
- validates decision making processes
- practices and develops empowering behaviours positively influencing organisational culture

4. The Supervisee Will

- Take responsibility for their own supervision, ensuring that they are competent to take part in the process
- Actively participate in the reflective supervision process
- Attend sessions as designated and to enter into an agreement with fellow group members regarding the ground rules, terms of reference and agenda for the supervision sessions, to be punctual and reliable and respect the needs of colleagues within group sessions
- Identify an appropriate experience which they wish to share and explore, and where appropriate, provide evidence which demonstrates their existing practice
- Work in a reflective manner, continuously improving practice
- Agree and follow up any actions arising from reflective supervision sessions
- Take responsibility for own behaviour during supervision sessions and in practice
- Identify learning needs from supervision and include these as objectives in Personal Development Plans
- Maintain the confidentiality of other participants and their patients/clients/colleagues
- Inform their line manager about any issues that might affect the supervision process

5. The Supervisor will

- Maintain competence in the supervisor role, attending training, updates and supervision of facilitators to meet the requirements of the facilitator's job description (see appendix 2).
- Prepare for the sessions, be punctual and reliable and respect the needs of individuals within the group
- Enter into an agreement with group members regarding the ground rules, terms of reference and agenda for the supervision sessions
- Demonstrate confidentiality for participants and their patients/clients/colleagues, enabling each member of a supervision group to participate fully in sessions (recognising legal implications)
- Focus on how working practice can be sustained and improved
- Enact the role of supervisor, not counsellor, and encourage participants to seek specialist help or advice if necessary
- Challenge any areas of unsafe or poor quality practice that are revealed during supervision
- Challenge inappropriate or disruptive behaviour within the supervision group
- Clearly identify experiences to be addressed and agree preferred outcomes with participant/s
- Enable participants to explore and clarify their thinking through questioning, reflective practice and/or critical analysis within a framework agreed by the group
- Maintain separate records of dates, times and attendance at supervision sessions.
- Undertake an annual review of the group(s) that they facilitate, including a structured review session.

Appendix 1 - Supervision meeting pro-forma

Supervision Meeting

Date of Supervision:

Name:

Carried Out By:

Discussed:

Action for Employee:

Action for Supervisor/Manager:

Signed (Supervisor/Manager).....

Signed Employee.....

Date.....