

## **SUPERVISION AND DEVELOPMENT POLICY**

*“Supervision: is a process by which one worker is given responsibility by the organisation to work with another worker in-order to meet certain organisational, professional and personal objectives which together promote the best outcomes for the employee, the pupils and the College.”*

The College will ensure that all staff have the benefit of regular, positive supervision that allows for a two-way conversation, offering development pathways and identifying training opportunities.

The aim is to ensure communication and feedback on performance is clear and regular. All those staff designated as a supervisor will have training on how to set up and deliver a supportive supervision session. They will have the ability to refresh their knowledge as needed.

### **Senior Leadership Team**

- The Headmaster will be supervised by the Governors
- The Senior Leadership Team (SLT) will be supervised by the Headmaster with the Bursar being supervised by the Headmaster and an F&GP Committee Governor.

### **Academic Team**

Each member of the teaching staff will have supervisions built into a yearly review pathway covering 6 key areas:

- Lesson observations
- Planning
- Classroom environment (including Risk Assessments – H&S and COSHH)
- Book scrutiny
- Pupil feedback
- Progress monitoring

The supervision schedule will see each key element used as the focus for the meeting which will be held termly. The supervisors will be assigned from the Academic SLT and will book their meetings at a mutually convenient time, both parties will have an expectation for the outcomes of the meeting and once completed the key actions will be shared with the SLT for review. This will enable them to see trends and possible training needs as well as offer support for the teaching team.

### **The Learning Support Team**

The Learning Support Team will participate in weekly development group supervisions carried out during the team meetings. All members of the learning support team will also be invited to book a personal supervision

appointment with the SENCO when they feel there is an organisational, professional or personal matter that needs discussing privately.

### **Learning Support Assistant's**

The LSA's will be assigned a supervisor usually their Classroom Teacher or Head of House, they will have regular supervisions throughout the academic year with a minimum requirement of 1 supervision meeting per term but with the option to request additional meetings if required

### **The Support Team**

- The Administration Team (HR Officer, Accounts Officer, Admissions Officer, Marketing Officer, Network Manager and Assistant Network Manager) will be supervised by the Bursar and have a minimum of one supervision per academic year with the option to request additional meetings if required.
- The Catering Team will be supervised by the Catering Manager and have a minimum of one supervision per academic year with the option to request additional meetings if required. The Catering Manager will be supervised by the Bursar.
- The Maintenance Team will be supervised by the Clerk of Works and have a minimum of one supervision per academic year with the option to request additional meetings if required. The Clerk of Works will be supervised by the Bursar.
- The Domestic Team will be supervised by Matron and have a minimum of one supervision per academic year with the option to request additional meetings if required. The Matron will be supervised by the Bursar.
- The Boarding Team will be supervised by the Headmaster and will have a minimum of one supervision per academic year with the option to request additional meetings if required.

### **Regular Volunteers**

All regular volunteers will be supervised by their direct line teaching lead or manager.

### **Group Supervision**

This is possible when a message or idea is being discussed with a group, it can be recorded with each participant copied into a supervision form.