



# **Boarding Team Line Management and Supervision Policy**

**May 2019**

**SLT Link – Head of Boarding**

## **What is Line Management?**

Line Management is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the pastoral care that is provided to students and parents.

## **What is Supervision?**

Supervision provides the professionals working with young people the opportunity to seek professional support and challenge. Supervision allows a professional the opportunity to discuss challenges within their roles and problems as well as providing support when things are difficult. Supervision is non-judgemental and is a supportive process where the intended outcome is increased capacity, resilience and confidence of the professional.

## **Why is Supervision Important?**

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development. Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning student well-being;
- identify solutions to address issues as they arise;
- receive coaching to improve their personal effectiveness.

## **How is Supervision carried out?**

A Consultant Social Worker supervises all boarding staff. This takes two forms, 1:1 supervision (termly) and group supervision (monthly). The Head of Boarding receives monthly 1:1 supervision from a supervising Social Worker.

The Supervising Social Worker will report any safeguarding or professional conduct concerns to the Headteacher post supervision, other than that unless the colleague gives permission the discussions between supervisor and colleague remain confidential.

## **Line Management Meetings**

All Boarding staff receive line management meetings from the Head of Boarding for House Parents, Assistant House Parents and Matrons and from the Headteacher for the Head of Boarding. During these meetings, a set agenda is used and members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues. These meetings take place weekly.

## **How are the Line Management Meetings recorded?**

Line Management meetings are recorded using a Line Management Meeting Record form. A copy of the meeting notes is shared with the colleague. Each member of staff has a Line Management file, which is kept on their personal file in Human Resources (HR), this is stored securely at all times.

## **What happens after the Line Management Meetings?**

Where concerns are raised, the Line Manager and colleague must seek to identify solutions and identify further actions that need to be taken. These are recorded on the Meeting Record form and may include further training and/or support from senior colleagues.

All aspects of these meetings must ultimately focus on promoting the interests of boarding students.

## **Appendix A: Guidance Notes for Line Managers**

Being a Line Manager is a significant responsibility and one, which needs to be taken seriously. The school and the individual you line manage expect you to provide line management that is:

- Planned well in advance and only changed in exceptional circumstances.
- Well-structured, allowing both you and the individual to contribute to the agenda.
- Carried out in an appropriate location and free of interruptions.
- Properly and promptly recorded with notes copied to the individual.

### **Preparation**

- Have you made appropriate arrangements for the meeting eg. Quiet location, adequate time and no interruptions?
- Have you made sure you have the correct format for recording the meeting?
- Have you got a copy of the notes of your last meeting?

### **Conducting the meeting**

- Is the meeting structured to be child/student focused?
- Will the meeting provide opportunities to discuss pastoral issues such as workload and work concerns?
- Are you using the agreed recording format to record the notes of the meeting?

### **Ending the discussion**

- Do all notes indicate the actions that have been agreed?
- Have any training or development needs been identified?
- Are clear timescales agreed?
- Has the date of the next meeting been agreed?
- Line Managers should ensure they pass a copy of the meeting record to HR for storing confidentially.

## **Appendix B: Guidance Notes for Supervisees**

Supervision and line management are an important right and benefit for all those working in boarding. It is the main way in which the school monitors and reviews your work but also ensures you are properly supported and continue to develop your skills. It is therefore important that you are fully involved and make the most of the opportunities that these meetings offer.

In particular, you should:

- Prepare for each meeting by reviewing notes from the previous meeting and thinking about the things you want to raise and discuss.
- Be ready to share your thoughts and ideas in the meeting.
- Be open about what has gone well and what you have found difficult.
- Be ready to plan and undertake training and other development activities as agreed with your line manager.
- Check and read the notes of your meetings and make sure you follow through and complete any actions as agreed.

### **Preparation**

- Do you know the date and time of the meeting in advance?
- Have you made provision (and arranged cover if necessary) to be able to attend this meeting?
- Have you confirmed you will be attending the meeting as arranged?
- Have you got any information you can bring to the meeting such as notes from training or meetings that you have attended?
- Have you got a copy of the notes of your last meeting?

### **During the meeting**

- Be open about any areas of difficulty.
- Ensure the discussion is recorded by your line manager using the agreed format.

### **Ending the discussion**

- Do all notes indicate the actions that have been agreed?
- Have any training or development needs been identified?
- Are clear timescales agreed?
- Has the date of the next meeting been agreed?
- Have you got a copy of the notes?

**Line Management Meeting Record**

<b>Name of staff member:</b>	<b>Name of line manager:</b>	<b>Date:</b>	
<b>Progress on actions agreed from previous meeting:</b>			
<b>Induction Review (if applicable):</b> (process, outcomes, issues, additional support)	<b>Action:</b>	<b>When:</b>	<b>By whom:</b>
<b>Student Matters:</b>	<b>Action</b>	<b>When</b>	<b>By whom:</b>
<b>Boarder Matters:</b> (safeguarding concerns, pastoral concerns, relationships)	<b>Action:</b>	<b>When:</b>	<b>By whom:</b>
<b>Management:</b> (resources, workload, targets, specific duties, time management )	<b>Action:</b>	<b>When:</b>	<b>By whom:</b>

<b>Support:</b> (work life balance and well-being, opportunity to discuss difficult work situations, safeguarding)	<b>Action:</b>	<b>When:</b>	<b>By whom:</b>
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<b>Communication:</b> (worker relationships, safeguarding, work with other agencies, working with parents)	<b>Action:</b>	<b>When:</b>	<b>By whom:</b>
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<b>Development needs:</b> (skills, knowledge of National Minimum Boarding Standards, understanding of requirements of the role, training needs)	<b>Action:</b>	<b>When:</b>	<b>By whom:</b>
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**Any other areas for discussion:**

<b>Date of next meeting:</b>	<b>Signed:</b>	<b>Line Manager Signed:</b>
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**Boarding Staff Appraisal (Annual)**

Name:.....

Role:.....

**What are your key areas of strength in relation to your job description?**

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**Do you think that your strengths are being fully utilised in your boarding role?**

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**What do you think that you consider to be 'areas for improvement' in relation to your job description?**

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**List any additional responsibilities that you have taken on, which are in addition to your original job description.**

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**List any additional responsibilities that you feel that you would be interested in taking on.**

**List any professional development courses (with dates) that you've completed since your last appraisal.**

**Are there any professional development courses that you feel would benefit you in your current role / future career?**

**Are you satisfied with your current job description?**

**Are there any complaints or issues that you would like to raise?**

**Do you have any suggestions for improvements in our provision of boarding?**

**How do you think that we can become a more cohesive boarding team?**



**Appraiser Feedback**

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**Action Plan**

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

