

# Supervision Agenda Template

January 2026

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# RedEverywhere Supervision Agenda & Template

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**Version 1.0 | September 2025**

Applies to all staff across Scunthorpe, Doncaster, Sheffield & Retford hubs

## 1. Welcome & Opening

Item	Description	Lead
1.1	Recap of previous supervision actions and follow-up	Line Manager
1.2	Confidentiality reminder and safeguarding duty of care	Line Manager

## 2. Staff Wellbeing & Professional Support

Use this section to explore staff wellbeing, workload, and professional support needs.

Area	Prompt Questions	Notes
Emotional wellbeing	How have you been feeling at work and outside? Are there any pressures affecting your performance?	
Workload balance	How manageable is your workload currently? Are adjustments needed?	
Support needs	What support, training, or resources would help you perform your role better?	
Absence & Leave	Any upcoming leave or recent absence? Wellbeing plans in place?	

## 3. Safeguarding, Attendance & Behaviour

Safeguarding discussions must be logged and cross-referenced with the safeguarding register (DCPro/SharePoint).

Area	Prompt Questions	Notes
Safeguarding	Any disclosures, concerns, or incidents since last supervision? How were these managed? Any outstanding actions?	
Attendance	Student attendance trends any concerns, interventions needed?	
Behaviour & Wellbeing	Behaviour logs, restorative conversations, wellbeing support needed for specific students?	
MARAC / CIN / CP	Any meetings, updates, or actions required?	

#### 4. Teaching, Learning & Curriculum

Area	Prompt Questions	Notes
Curriculum delivery	How is curriculum planning and delivery going? Any challenges?	
Individual progress	Progress of specific learners highlights and concerns.	
Interventions	What interventions are being used to support SEMH, SEND, or academic gaps?	
Resources	Any gaps in equipment, digital access, or teaching materials?	

## 5. Professional Development & Performance

Area	Prompt Questions	Notes
Training	Mandatory training compliance check (e.g., Safeguarding, First Aid, Prevent, GDPR)	
CPD	Any CPD completed or planned? How is learning being applied in practice?	
Performance	Review of objectives / targets from last supervision. Any barriers or achievements?	
Career progression	Aspirations, growth pathways, leadership development	

## 6. Operational Updates & Strategic Priorities

Area	Prompt Questions	Notes
Hub updates	Any operational or site changes? Health & Safety issues?	
Data	Review attendance, safeguarding, and progress data trends	
RedEverywhere Priorities	How does your work contribute to strategic priorities (Innovation, Inclusion, Impact)?	
Communications	Key messages to cascade or upcoming deadlines	

## 7. Action Planning & Review

Action	Person Responsible	Deadline	Status
1.			
2.			
3.			
4.			
5.			

## 8. Closing & Feedback

Item	Description	Notes
8.1	Summary of key actions and next steps	
8.2	Confirm next supervision date	

## Attachments & References

Safeguarding Log / DCPRO report

Training - Attendance data snapshot /Compliance checklist

Individual Learning Plans (ILPs)

RedEverywhere Curriculum Intent, Implementation & Impact statement

## Supervision Core

### Principles

1. Confidentiality – discussions are recorded and stored securely.
2. Safeguarding First – concerns are prioritised and escalated appropriately.
3. Reflective Practice – focus on solutions, growth, and shared learning.
4. Accountability – actions are tracked and reviewed at each supervision.
5. Wellbeing & Development – people matter as much as performance.

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