

## Role Description – The Supervisor of a Probationer

As a supervisor I am accountable to the Methodist Church for the ministry I exercise in this role

### **As a supervisor I am responsible for:**

- Ensuring that I am available to the probationer/supervisee for supervision weekly (at least initially) moving toward 90 minutes six times a year (by the end of probation) and if agreed for a further 2 sessions.
- Ensuring that the supervision happens in an appropriately confidential and safe space
- Making and regularly auditing a Supervision Covenant with each supervisee in order that we review our work together
- Ensuring that Agreed Records are kept according to the Data Protection Act and are regularly sent to the Minister in Oversight or Nominated Third Party (eg the District Probationers' Secretary)
- Having an awareness of the expected competencies for those ready for ordination and to be received into Full Connexion.
- Ensuring that appropriate reports are completed in good time and with the knowledge and ideally, with the consent of the supervisee
- The building of a supervision relationship that can be an effective and supportive place of accountability for the ministry they exercise.
- The identification of blocks to the creation of an effective supervision relationship and the development of strategies to address this.
- The following of an appropriate supervision process to ensure that important issues are explored and addressed appropriately
- The identification and use of effective tools for opening up a realistic and helpful exploration of the supervisee's work, taking into account their learning style
- The encouragement of supervisees, identifying further support or learning opportunities where necessary
- The identification of areas of risk in the supervisee's practice with attention to relevant codes of conduct and ethical frameworks
- The challenging of poor or dangerous practice and reporting it when necessary
- The identification of issues that need further support, e.g. through spiritual direction or counselling
- The handling of power and dual relationships within and in relation to supervision
- Ensuring that I receive appropriate supervision on my supervisory relationships

- Ensuring that that at the termination of any supervision relationship that the District Chair/equivalent is informed and that the Agreed Records are passed to the appropriate person.
- Continuing to reflect on and improve my practice as a supervisor through appropriate continuing development activities

Should problems arise in the supervisory relationships in which I am engaged as a supervisor I should discuss these with my own supervisor.

If it becomes necessary to consider whether or not I should continue supervising a particularly individual I should consult the Chair of District who is responsible for the District Supervision Implementation Plan.

The Connexional Director of Supervision is available for consultation on matters relating to the implementation of the policy.