



## Role Outline

<b>Role title</b>	<b>Lay Supervisor</b>
<b>In</b>	Lincolnshire Methodist District
<b>Overall Purpose</b>	<b>To provide Supervision to ministers across Lincolnshire Methodist District as part of the District Supervision Implementation Plan</b>

Workforce: (children or VA or both)

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### **Part 1**

#### **Key Responsibilities**

*The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Lincolnshire District Safeguarding Policy.*

- Responsible for supervising up to four supervisees
- Ensure that the supervision happens in an appropriately confidential and safe space
- Make and regularly audit a Supervision Covenant with each supervisee in order that work can be reviewed together
- Ensure that Agreed Records are kept according to the Data Protection Act and are regularly sent to the Minister in Oversight or Nominated Third Party
- Ensure that appropriate reports are completed in good time and with the knowledge and ideally, with the consent of the supervisee
- Build a supervision relationship that can be an effective and supportive place of accountability for the ministry exercised by the supervisee.
- Identify blocks to the creation of an effective supervision relationship and the develop strategies to address this.
- Follow an appropriate supervision process to ensure that important issues are explored and addressed appropriately
- Identify and use effective tools for opening up a realistic and helpful exploration of the supervisee's work, taking into account their learning style
- Encourage supervisees, identifying further support or learning opportunities where necessary

- Identify areas of risk in the supervisee's practice with attention to relevant codes of conduct and ethical frameworks
- Challenge poor or dangerous practice and report it when necessary
- Identify 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
- Receive appropriate supervision on my supervisory relationships
- Ensure that at the termination of any supervision relationship the District Chair/equivalent is informed and that the Agreed Records are passed to the appropriate person.
- Continue to reflect on and improve practice as a supervisor through appropriate continuing development activities
- Discuss any problems in the supervision relationship with own Supervisor
- Liaise with the Chair of District, who is responsible for the District Supervision Implementation Plan, when considering whether or not to continue supervising a particular individual

### **Time Commitment**

- Attendance at 2 x 2-day training sessions (likely to be out of the County)
- Be available to each supervisee for supervision for 90 minutes six times a year and if agreed a further 2 sessions.
- Time to write up notes following sessions

### **Skills, attributes or qualities required**

- Listening skills
- Ability to allow supervisee to work through difficult and challenging dilemmas without direct intervention
- Good body language skills - both detecting the signals of the supervisee and their own supervisor
- Discernment - hearing what has not been expressed vocally
- An ability to not show any shock
- Organisational and administrative skills
- Punctuality
- Ability to recognise the difference between pastoral support or counselling with supervision

### **Part 2**

**Accountability:** This role will be accountable to the Synod via the District Council

**Criminal record check (DBS)** This role is required to have an Enhanced and Barring check;