

On-Site Supervisor Key Responsibilities Guide

Note: This guide also applies to on-site Practice Educators.

At the Start of the Placement

- Read the placement handbook.
 - Review the additional resources available at <https://cascadewales.org/masw/>
 - Read the student profile and any previous portfolios
 - Meet the student and contribute to the completion of the Practice Learning Agreement, Supervision Agreement, and a comprehensive induction.
 - Ensure the student is introduced to the team, key contacts, and relevant systems.
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Supervision and Day-to-Day Support

- Oversee and support the student's day-to-day work with individuals and families.
 - Ensure the student understands and adheres to agency policies and procedures.
 - Be available for the student to ask questions, seek advice, talk through any issues or dilemmas they have.
 - Provide supervision as agreed with the PE and contribute to supervision records.
 - Monitor the student's well-being and working hours (to ensure they are not regularly working more than **~7 hours per day**, excluding agreed breaks).
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Direct Observations

- Where appropriate, carry out Direct Observations in line with placement handbook requirements.
 - Ensure feedback is sought from people with care and support needs and/or carers.
 - Help complete relevant sections of the Direct Observation template.
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Learning and Development Support

- Maintain ongoing and regular communication with the PE in relation to the student's learning and development, and noting any issues or concerns as they arise.
 - Promote and support person-centred, respectful, and professional practice.
 - Help the student plan and make effective use of their protected portfolio time.
 - Provide regular and ongoing feedback in relation to the student's practice and raise any concerns promptly with the student and the PE.
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End of Placement Contribution

- Attend the final supervision meeting and contribute to the PE's final report as needed.
- Share any relevant feedback on the student's progress and practice.