MENTORING POLICY

Rationale:

- The use of a critical friend or mentor is a powerful professional development strategy that allows staff members to learn directly from a more skilled or more experienced colleague, provides opportunities for frank and confidential critical discussions, enhances career guidance, and provides a unique opportunity to develop personal and professional relationships with colleagues.

Aims:

- To provide all staff members with opportunities to develop themselves professionally by means of a targeted mentoring program.

Implementation:

- Professional development of our staff is a high priority.
- All staff will develop an individual professional development plan each year.
- Individual plans must reflect written comments made by the principal at annual performance reviews.
- As part of their personal plan, all staff will have an opportunity to involve themselves in a targeted mentoring program.
- Mentoring programs are not limited to younger teachers being mentored by more experienced teachers, but should be seen as teachers choosing to be mentored by a staff member who possesses more advanced skills in a sought after field.
- The Mentor Co-ordinator will coordinate the mentoring program.
- Staff members wishing to be involved in the program must complete a submission detailing amongst other things, the purpose of the program, the intended outcome/s, proposed frequency/duration, time-release requirements and a preferred mentor.
- The Mentor Co-ordinator will discuss the appropriateness of the submission with the applicant (including the appropriateness of the preferred mentor considering the intended outcome/s), and negotiate all details such as time release, mentor, time line etc.
- Nominated mentors have every right to decline the request.
- The Mentor Co-ordinator will monitor the program and provide support where required.
- At completion of the program, the mentored staff member will provide a written evaluation of the program, focussing upon achievement of the desired outcomes.
- Staff will be invited to share their mentoring experiences with others at staff meetings.
- Inter-school, inter-workplace, teacher to non-teacher, teacher to administration mentoring programs will all be encouraged.

Evaluation:

- This policy will be reviewed by the Assistant Principal in consultation with all participants as part of the school’s three-year review cycle.

This policy was last ratified by School Council in... March 2004

School Council President......Karina Kerr.....................(signature)