



# Staff Mentoring

## POLICY

### Purpose

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

### Guidelines

- All teachers at the school will have the opportunity to participate in the program.

### Implementation

- All staff will participate in a Performance and Development Program (PDP) to address personal development plans and the priorities outlined in the school's Annual Implementation Plan (AIP) and School Strategic Plan. As part of the PDP all staff have the opportunity to be involved in a mentoring program.
- Staff members wishing to be mentored in the program must complete a submission detailing the purpose of the program, intended outcomes, proposed frequency/duration, time release requirements and preferred mentor.
- The Principal will discuss the appropriateness of the submission with the applicant including the appropriateness of the preferred mentor, outcomes and then negotiate relevant details such as time release, time line etc.
- Nominated mentors have the right to decline the request.
- The Principal will monitor the program and provide support when required.
- On completion of the program the mentored staff member will provide a written reflection focussing on the achievement of the desired outcomes.
- Staff will be invited to share their mentoring experiences at staff meetings.
- After the program staff will complete an evaluation of the process.

### Evaluation

This policy will be reviewed as part of the school's annual review cycle by the Principal and participants.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	School Council
Next scheduled review date	November 2022.