

## COACHING AND MENTORING POLICY

### Preamble

Coaching and Mentoring is a key component of *Performance and Development Culture and fundamental aspect of Building Excellence in Teaching and Learning*.

### Rationale

The Coaching and Mentoring Program at Mount Ridley Prep – 12 College provides all teaching and Education Support staff with the opportunity to participate in formal and informal coaching. There is a focus on supporting professional growth based on an identified need with a coach working one-to-one with a teacher, to model and observe classroom practice and to support reflection and professional conversation about evidence-based teaching practices.

### Guiding Principles

At Mount Ridley Prep – 12 College, the Coaching and Mentoring Programs:

- Supports professional growth and ensures quality teaching and learning at the College.
- Supports the induction and mentoring process for new and returning teachers and Education Support staff.
- Provides opportunities for teachers to model areas of teaching expertise and interest.
- Provides opportunities for Education Support staff to gain further experience in teaching and learning support, administrative and clerical practices and physical and human resources management.

### Implementation

- The Coaching and Mentoring Programs are based upon the DET 'Practice Principles for Excellence in teaching and learning' and 'Pedagogical Model' teaching. This is a structured map for effective delivery of content and skills within the classroom supported by the Mount Ridley College Instructional Model.
- Provision will be made for all staff members to have access to the Coaching and Mentoring Programs with particular focus upon building the capacity of middle managers.
- Learning Specialists will be Instructional/Pedagogical coaches.
- All new staff to the College are allocated a New Staff Induction Mentor, who will be a senior or experienced staff member. They will have a commitment to building staff capacity following the set process for staff induction (Appendix 1).
- The process for training coaches, establishing key focus areas and organisation of the coaching and mentoring resources will be the responsibility of the Professional Practice Assistant Principal.
- VIT Mentors are predominantly Learning Specialists or Curriculum Leading Teachers. All are encouraged to attend the Effective Mentoring Program by the VIT.
- Monitoring and evaluation of the formal coaching and mentoring process will be ongoing and involve all parties in the Coaching and Mentoring Programs.
- The Coaching and Mentoring Programs will focus on College goals and priorities, as well as individual goals and priorities, with opportunities for reflection and discussion built into the process.
- Professional partnerships and protocols will be established and maintained during coaching and mentoring sessions.

- Participation records will be maintained as part of the Professional Learning database.
- Instructional Coaching will follow the MRC Coaching Proforma (Appendix 2).
- The Coaching and Mentoring Programs will be in operation throughout the year and will remain flexible to allow for timetable constraints and available staff.

**Evaluation**

As part of the College review cycle, this policy will be reviewed every three years.

Date policy ratified: 18/05/2021

Date of next review: 2024