

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