Co-ordinator:

1. **Timeline:**
   - Mentors and mentorees matched second last week Term 4 – 2008.
   - Mentors and mentorees meet socially last week Term 4 – 2008.
   - First workshop together 28/1/09.
   - Agreement workshop first two weeks Term 1 – 2009.

2. **Evaluation Methodology:**
   - Review at Workshop #6 late in Term 1 or early in Term 2.
   - Each participant will complete a survey at the end of Term 4, 2009.

3. **Participants:**
   - The mentorees will be all teachers new to Silverton in 2009 or appointed later in 2008.
   - Mentors will be skilled teachers with some years experience at Silverton.

4. **Budget:**
   - A budget of $600 has been allocated for the program.

5. **Public Relations:**
   - The co-ordinator will, from time to time, update the staff and school council on the progress of the program.

6. **Professional Development:**
   - Mentors and mentorees will liaise with the co-ordinator and the P.D. co-ordinator as to what professional development may be available for the mentor, the mentoree or both together. Funding for this will come from the P.D. budget.

7. **Leadership Liaison:**
   - The co-ordinator will report to the management team and the School Council, via the Education Sub-committee.

8. **Outcomes to be Achieved:**
   - For Mentors
     - To take the chance to re-energise.
     - To reflect on your own practices.
     - To improve your coaching and feedback skills.
     - To increase your awareness of the needs of staff development.
     - To receive professional recognition.
     - To increase your knowledge.
For Mentorees
- To gain knowledge of the organisation.
- To raise your profile within the school community.
- To acquire a development focus.
- To receive quality feedback.
- To extend your professional networks.
- To help reflect on your current skills.
- To improve your performance.
- To gain Victorian Institute of Teaching Registration.

9. **How to be Measured:**
   - Surveys of all participants in November.
   - P.D. attendance.
   - Changes to and development of teaching styles. (As indicated at review.)
   - The percentage of teachers gaining registration.

10. **2009 Planning:**
    - Begin the program.
    - Co-ordinator to monitor throughout 2009.
    - Review in April 2009.

11. **Annual Review Links:**
    - See point 9.
    - As mentors, teachers will be able demonstrate that they have met the Professional Standards as required for their level of experience.

12. **The Next Step:**
The Mentor Program and Professional Development Co-ordinators will conduct a series of “Skills Development Workshops” for the mentors and mentorees as follows:
- Wednesday 28th January – Workshop #1 “About the Program”.
- First week Term 1 – Workshop #2 Reaching Agreement.
- Monday 9th February – Workshop #3 “Introducing the Professional Development and Resource Kit”.
- Monday 2nd March – Workshop #4 “Developing the Mentoring Mindset”.
- Monday 16th March – Workshop #5 “Making Purposeful Choices”.
- Monday 30th March – Workshop #6 “Reviewing the Mentoring Relationship and Program”.
- November – Survey of all participants.