**Professional Development Programme – Mentor Guidance**

Thank you for agreeing to mentor someone in the first round of these new programmes. The aim of these is to support members of staff interesting in progressing to promoted posts in gain a better understanding of the “next role” and to develop the relevant knowledge, skill set and experience. It is not about dumping jobs on staff without providing the input needed to succeed. (Think about all the discussions we’ve had on good teaching – FOFO doesn’t work!).

We are looking to review the process and refine it for future years, and we will be asking for your and your mentee’s evaluations of the programmes at the end of the year, however if you have points to make in the meantime please share them with us. We have outlined below, how we envisage this working this year.

Process:

Start by meeting with your mentee to discuss where they are at the moment and what areas of knowledge and skill they most need to develop (refer to relevant programme “tick sheet”). Please be realistic. This is not a process of tick every box, get a promotion, so we need the starting points to be an accurate reflection of where a member of staff is in terms of their experience and competence.

Once you have identified the areas to work on, try to map out opportunities to address the relevant experiences on the list. Use the natural calendar of the role to drive these – don’t try to manufacture opportunities.

Please remember – model then practise. This is not about dropping people in at the deep end!

The member of staff should be keeping the electronic copy of the log updated throughout the year, along with any notes that are relevant.

In future (non-COVID) years, we hope to be able to provide protected meeting time for these programmes. At the moment, please work around the up and down cover requirements for meetings. It is unlikely that you will need to meet every week, and certainly don’t meet for the sake of it!

Throughout the process, please remember to keep workload in mind. Any activities that staff are doing are in addition to their usual role and the balance between these needs to be kept in mind. If there is an unresolvable clash between a staff members current role and a development opportunity their core role must take priority.