

De La Salle College



Teacher Mentoring and Quality Assurance Policy

Compiled by: The Head Master	Date: July 2014
Policy Holder: K McGinty / A O'Connell	Revision date: July 2017

THE AIMS OF TEACHER MENTORING & QUALITY ASSURANCE

The Aims of Teacher Mentoring are:

1. Highlight teacher's potential and ensure that teaching meets the needs of the full range of learners and course requirements.
2. Raise expectations and standards.
3. Promote a 'Culture of Continual Professional Development.'
4. Provide support for teachers failing to meet the needs of the learners and in need of help.

OBJECTIVES OF THE PROGRAMME

The objectives are to support teachers as they work to ensure that all learners are given the best possible means of reaching their potential. It should encourage a culture of mentoring by peers within a structured framework and system. Ultimately the main objectives are to highlight and review good practice, targets, achievements and problems

THE MENTORING PROCESS

The day-to-day organisation of this programme is the responsibility of Mr K McGinty. All members of staff who teach will be part of the process. Initially the structure will be based around the middle management structure. Each HOD will be responsible for a cluster of staff. The schools form for lesson observations will be used for all observations. Every member of teaching staff will be observed at least once each term. The purpose of the observation is to generate improvement and confirm excellence in teaching. Each cluster will be assigned a day on the calendar for the observations and mentor meetings to take place.

Members of staff who are eligible for progress through the upper pay scale may, if they wish, use lesson observations which form part of the mentoring programme as evidence to support their agreed objectives.

THE QUALITY ASSURANCE PROCESS

1. Outside consultants will quality assure the process.
2. All Heads of Department are required to receive training in Lesson Observational skills.
3. New Heads of Department should receive the appropriate training at the earliest opportunity.
4. Heads of Department are verified as still effective in the process on a cycle of approximately 3 years.

This programme is a rigorous quality assurance process, if any member of staff feels that an observation did not reach the standards that they expect then another observation may be requested by an alternative mentor.

The form for lesson observations is common across the school and is confidential.

- THE TOP COPY WILL BE RETAINED BY THE MEMBER OF STAFF BEING OBSERVED
- THE MIDDLE COPY WILL BE RETAINED BY THE MENTOR
- THE LAST COPY WILL BE GIVEN TO KEVIN McGINTY

Mentoring will be used to support the development of teachers and help them to reach their potential, for the benefit of the boys in our care.

Note: Outside consultants were used to support the school and the lead mentors during the development stage.