

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Raa Atoll Education Centre
Raa Meedhoo

Teacher Mentoring of Students Guidelines

Objective: to support student social, emotional and academic development.

Outcome: teacher mentors will monitor student progress and welfare and guide students in order that they achieve their personal and academic potential.

Organisation:

- Each Teacher Mentor will oversee a small group of students.
- Leading Teachers in collaboration with Teacher Mentors will decide on the makeup of groups.
- Teacher Mentors will meet with all students as a group or individually at least once every 2 weeks.
- Subject teachers will be provided with a list of Mentors and their students.

Roles and Responsibilities of Teacher Mentor

- Academic and personal information will be collected from each student, including telephone numbers of parents. This information will be filed with the Mentor.
- Mentors will arrange to meet students at least once every 2 weeks at school at a mutually suitable time.
- Meetings may be individual or as a group. If a Mentor is meeting a student individually the meeting place will be in public view.
- Mentors will monitor the academic progress of each student and liaise with subject teachers to determine how best to support students facing difficulties.
- The psychological health of students will be monitored, including social supports and stress management, and guidance offered as indicated.
- Mentors will communicate with parents as necessary, by phone, school visit or by home visit.
- Sensitive information will remain confidential between Mentor and student unless welfare concerns require disclosure to the Principal or School Counsellor.
- Mentors will record a brief account of each meeting with students.
- Mentors will write a brief General Progress report for each student as part of the usual written report cycle.

Responsibilities of Subject Teachers

- To notify Mentors of concerns about student welfare or progress.
- To provide Mentors with copies of academic results as they are recorded.

Mentoring for Students

Aim

Mentor teachers will help their students succeed by providing personal and academic support.

Organisation

- Each Teacher Mentor will oversee a small group of students.
- Teacher Mentors will meet with students as a group or individually at least once every 2 weeks.

Benefits

- Help with:
 - planning homework routines
 - dealing with academic difficulties
 - communicating with subject teachers
 - communicating with parents about school
 - managing stress
 - making decisions about schooling and further education and training
- Someone to talk to privately about worries

Student Responsibilities

- Meet with your Mentor at agreed times
- Approach your Mentor if you would like to discuss any issue
- Be forthcoming and honest with your Mentor
- Share your academic results with your Mentor
- Share your thoughts and feelings about school with your Mentor
- Do your best to fulfil agreements made with your Mentor