**Chartered Teacher Mentor**

**Role Description and Application Form**

Please see below for a copy of the role description and application form that we have shared with those who are interested in the mentoring role. You may need to make adaptations to this to ensure that it is suitable for your programme and contexts, but we hope that it is a useful starting point.

**Role Description**

**About the Chartered Teacher programme**

The Chartered College of Teaching aims to raise the status of the profession and support teachers to acquire the expertise necessary to maintain excellence in teaching and secure the best outcomes for children and young people. Our Chartered Teacher programme, offering an accredited, career-long professional development pathway, is central to achieving this goal.

The Chartered Teacher programme is the means through which teachers can obtain Chartered Teacher status. This recognises the knowledge, skills and behaviours of excellent teachers, highlighting the importance of teaching expertise in supporting the education and development of children and young people. It represents the first step in the development of a career pathway focused on effective classroom practice rather than leadership.

The information below provides an overview of the role and responsibilities of a mentor on the Chartered Teacher programme.

**The role of a Chartered Teacher mentor**

During the programme, participants will undertake a series of assessment and activities that relate to the Chartered Teacher Professional Principles. The mentor will play a pivotal role in supporting participants to complete these successfully by:

* Supporting them to complete an effective professional development plan and providing ‘sign-off’ that the plan meets the required standard
* Supporting participants to develop their practice through watching their videos of practice and promoting dialogue and reflection
* Supporting participants through their school-based improvement project, including drafting a research question, designing a research plan and evaluating outcomes

Chartered Teacher mentors will be expected to commit to support a minimum of two participants enrolled on the programme and to be available to provide this support from April 2020 to July 2021.

During the programme, this will involve:

* One face-to-face mentoring session
* Six online or phone mentoring sessions

In addition to the above, you will be expected to:

* Participate in any necessary training or induction, provided free of charge by the Chartered College, prior to April 2020
* Familiarise yourself with your mentees’ details prior to your first meeting in April 2020
* Provide feedback to the Chartered College of Teaching about the programme about the mentoring provision
* Receive feedback from the Chartered Teacher programme provider and your mentees regarding your mentoring practice, as part of your self-evaluation
* Support the work that participants do online by reviewing submissions and encouraging critical reflections on practice
* Write a short summary of each mentoring session on the online participant portal to help your allocated mentees monitor their development
* Submit a reference at the end of the programme for each mentee

**Essential skills, experience and qualities**

Based upon research into effective mentoring, we have identified key areas of knowledge, skills and qualities that successful applicants will need to demonstrate in order to become Chartered Teacher mentors.

**Knowledge & Experience:**

* An understanding of what makes effective professional development
* A solid grasp of the use of mentoring to facilitate the professional development of others
* A clear understanding of effective strategies to support professional reflection and growth
* Strong knowledge and experience of education theory and practice
* Experience of evaluating impact of practice
* Experience of conducting research-based improvement projects

**Skills:**

* Effective communication skills
* Effective listening and questioning skills
* The ability to build rapport with others
* The ability to provide reflective, developmental and constructive feedback and challenge
* Willingness to model expertise as appropriate and required

**Behaviours:**

* Self-aware and able to take a flexible approach
* Willing to share openly
* Acts as a positive role model
* Values, and is committed to, career long professional learning
* Respectful and empathetic

**The benefits of being a Chartered Teacher mentor**

There are a number of benefits to being a Chartered Teacher mentor, including the opportunity to:

* + Contribute to the professional development of others
  + Play a role in the development of the Chartered Teacher programme
  + Become part of a network of Chartered Teacher mentors, with opportunities to collaborate and support one another
  + Demonstrate your commitment to your own professional development
  + Improve your mentoring skills
  + Access resources and materials developed to support the Chartered Teacher participants, such as webinars and reading lists

**Expenses**

Should you incur travel costs, these will be reimbursed at £0.45 per mile

**Eligibility criteria**

In order to apply to be a Chartered Teacher mentor you must meet all of the following criteria:

* A member of the Chartered College of Teaching, or willing to join
* Currently working in the education sector
* Trained in mentoring
* Significant experience of mentoring teachers
* Able to fulfil the role and responsibilities as described in this document

**Next Steps**

Complete application form and submit by 27th March 2020

If you have any further questions please get in touch on [TSadmin@glfschools.org](mailto:TSadmin@glfschools.org)

**Application form**

Thank you for your interest in applying to become a mentor on the Chartered Teacher programme. Please ensure that you have read the role description in full before you apply.

Please be aware that your application requires two references - one from a professional colleague/peer and one from someone you have previously mentored.

All information received will be treated in the strictest of confidence.

Please complete the following application form, answering all questions, and send to TSadmin@glfschools.org

**Personal Details**

* First name:
* Surname:
* Job title:
* School:
* Telephone number:
* Email address:
* Home address:

**Teaching experience**

* Which of the following best describes your current role?
  + Classroom teacher
  + Middle leader
  + Senior leader
  + Headteacher
  + Lecturer
  + Researcher
  + Other (please specify)
* Which of the following best describes your current setting? You may select more than one answer.
  + Early Years
  + Primary
  + Middle
  + Secondary
  + All-through
  + Further Education College
  + Higher Education Institute
  + Part of a MAT
  + Special School
  + Alternative Provision
  + International School
  + Independent School
  + Other (please specify)
* How many years experience do you have teaching?
  + 0-3 years
  + 4-7 years
  + 8-10 years
  + 10+ years
* Where appropriate, please indicate your subject or area of specialism
* Approximately how many years of experience do you have in mentoring teachers?
  + No experience
  + 0-3 years
  + 4-7 years
  + 8-10 years
  + 10+ years

**Eligibility check**

Please complete the following questions to confirm your eligibility to apply to become a Chartered Teacher programme mentor.

* I am a member of the Chartered College of Teaching (or willing to join)
  + Yes
  + No
* To the best of my knowledge I can commit to the mentoring role from April 2020 to July 2021.
  + Yes
  + No

**Reference to support your application**

We ask that you provide details for a reference who will support your application. This should be either a professional colleague, for example a peer or employer or someone you have previously mentored.

* Full name
* Job title
* Relationship to you
* Email address

**Cover letter**

Please provide a cover letter, referencing the following:

* Why you want to be a Chartered Teacher mentor
* Any particular areas of expertise or interest that you feel you could offer as a mentor
* Your training and experience in mentoring teachers
* Your commitment to your own professional development
* Why you believe access to a mentor is an important component of the Chartered Teacher programme

Your cover letter will be assessed against the role and responsibilities of Chartered Teacher mentors, including key knowledge, skills and qualities, and the professional principles of the Chartered Teacher programme. As such, please ensure you have familiarised yourself with the relevant details prior to submitting.

**CV**

Please upload your CV.

**Declaration**

**By submitting this application I confirm that:**

* **The information I have provided within this application is true and accurate to the best of my knowledge.**
* **I am aware of the responsibilities associated with the role of mentor and, if successful, agree to attend any required training and actively participate in the mentoring process.**