



COACHING AND MENTORING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College. Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at: keysborough.sc@education.vic.gov.au.

PURPOSE

The purpose of the Coaching and Mentoring Policy is to outline Keysborough Secondary College's approach to coaching and mentoring for both coaches, mentors and mentees at all levels. Based on best practice principles, this Policy is to support and inform the design and development of coaching and mentoring practices at Keysborough Secondary College. This Policy aligns with the Department of Education (DoE) guidelines for Coaching and Mentoring within school settings.

The Coaching and Mentoring Policy's objectives are to:

- Recognise as a Core Element of Staff Development

- Coaching and mentoring are integral to the professional growth and development framework at Keysborough Secondary College.

- Clarify Roles and Responsibilities

- Distinguish coaching and mentoring from supervisory roles linked to performance appraisals, ensuring they are not confused or substituted.

- Ensure Alignment with College Policies and Processes

- All coaching and mentoring relationships, in any form, must adhere to relevant Keysborough Secondary College policies.

- Emphasise Voluntary Participation

- Coaching and mentoring are voluntary relationships, with limited obligation for staff involvement.

- Promote Formal Programs

- Encourage the growth of structured coaching and mentoring programs that align with the strategic goals and vision of Keysborough Secondary College.

The Specific Aims of Coaching and Mentoring:

- Provide Tailored Professional Teacher Learning and Development

- Offer timely, structured opportunities that address the specific needs of employees, delivered at their own pace.

- Enhance Confidence and Self-Esteem

- Build individuals' confidence and self-esteem through positive reinforcement and personal and professional growth.

- Boost Motivation for Positive Action

- Increase motivation by helping individuals take proactive steps in their professional and personal development.

- Develop Understanding of School Context

- Help employees better understand the school's culture, values, and processes.

- Foster New Insights and Working Methods

- Encourage the development of fresh perspectives and innovative approaches to work.

- Facilitate Safe, Supportive Feedback

- Provide a platform for employees to receive constructive and safe feedback in a supportive environment.

- Support Career Reflection and Planning

- Offer opportunities for individuals to reflect on their professional journey and plan their future career development.

SCOPE

This policy applies to all teaching staff at Keysborough Secondary College including:

Pre-Service Teachers (PST's) who are completing placements as part of their Initial Teacher Education (ITE)

First-year Graduate Teachers undertaking the career start program.

Permission to Teach (PTT) teachers undertaking the career start program who have not completed the Initial Teacher Education (ITE).

Provisionally Registered Teachers (PRT) undertaking the VIT registration process

Teachers participating in formal Leadership Development programs within the College

Experienced Teachers when agreed as part of their annual appraisal process (PDP, unless the staff member opts in to do an SOE in its place.); also when agreed as part of an informal program of supportive monitoring and guidance

Mentors and Coaches when leading a program or mentoring a Keysborough Secondary College staff member.

DEFINITIONS

Buddy Mentor

A fully registered teacher who has been employed at Keysborough Secondary College for at least one year.

Coach

A teacher who supports other educators by helping them identify their professional goals and build the skills necessary to achieve them. Coaches focus on enhancing teaching practices by offering targeted guidance, feedback, and strategies, often centred around specific teaching tasks, classroom management, or pedagogical techniques. Their aim is to improve overall performance and effectiveness in the classroom.

Initial Teacher Education (ITE)

Higher education courses coded with a special course indicator of "A course providing initial teacher training". ITE courses are a subset of the broader categorisation of all Education courses, which also includes non-ITE courses that do not lead to the option of obtaining registration as a teacher.

Mentor

An experienced educator who provides guidance, support, and advice to a less experienced colleague, helping them build confidence and improve their teaching practices. Mentors offer insights based on their own expertise, assist in navigating challenges, and help mentees develop professionally to meet both their current and future developmental needs. This relationship focuses on long-term growth and can cover various aspects of teaching, from lesson planning to classroom management and professional conduct.

Performance and Development Plan (PDP)

The standard Performance and Development Plan (PDP) process is to meet the performance and development requirements of teachers. The PDP requires teachers to complete routine documentation and monitoring in eduPay and is the traditional method for staff to evaluate their professional practice, involving structured goal setting, evidence collection, and formal review by a member of the leadership team.

Preservice Teacher (PST)

A teacher who is undertaking their Initial Teacher Education (ITE) qualification.

Preservice Teacher Mentor (PSTM)

A teacher with at least three years of experience following full registration as a qualified educator.

Provisionally Registered Teacher (PRT)

A teacher who has undertaken their Initial Teacher Education (ITE) qualification and working to meet the VIT requirements for Full Registration as a teacher.

Statement of Expectations (SoE)

The Statement of Expectation (SoE) is a process to meet the performance and development requirements of teachers. Teachers selecting the SoE process are not required to complete any routine documentation or monitoring in eduPay. The SoE is aligned to the Annual Implementation Plan (AIP) and the DoE values.

Teacher

A teacher, also called a schoolteacher or formally an 'educator', is a person who helps students to acquire knowledge, competence, or virtue, via the practice of teaching. Teaching of students is usually carried out by paid professional teachers who are, as their main role, to teach others in a education context, such as at a school or other place of formal education or training.

POLICY

Keysborough Secondary College will provide a range of Coaching and Mentoring programs for staff to access. These are designed to meet the needs of the College to provide for employees meet their professional obligations and to also assist career development.

The Coaching and Mentoring programs at Keysborough Secondary College will assist:

support the College meet its responsibilities to staff through assisting staff gain professional registration requirements, develop leadership

Coaching or Mentoring program is voluntary.

Coaching and mentoring is required by the DoE to be offered and is compulsory for staff who are required to complete VIT Registration, staff who have been identified by the College Principal Class Officers as requiring additional support and guidance to improve their teaching and learning practice or staff who are returning to teaching after an absence of two years.

Programs that are designed to assist staff undertaking VIT Registration where staff will be required to attend are:

- Preservice Teacher Mentor Program
- Permission to Teach Mentor Program
- Career Start Program
- Provisionally Registered Teacher Mentor Program

Staff nominated for any of the compulsory programs are required, as part of their employment at Keysborough Secondary College, to actively participate in the full program on a regular basis. This is to ensure that staff are given every opportunity to meet the requirements of the VIT to gain Full Registration as a teacher. Keysborough Secondary College also has to meet DoE requirements and has an obligation to ensure that staff have every support available to meet the VIT Registration requirements.

Record Keeping and Monitoring

The following process will be undertaken to ensure that mentoring and Coaching records are maintained.

Responsibility	Accountabilities and Community Assistant Principal or delegate
Location	Accountabilities Folder>T Drive
Frequency	Updated on an ongoing basis
Duration of Record	All records are to be kept in line with the: Record Management Policy

Coaching and Mentoring Program Eligibility, Structure, Staffing and Duration

The Coaching and Mentoring available that will be offered at Keysborough Secondary College are summarised as follows:

Preservice Teacher Mentor Program

- *Program Eligibility*
PSTs as nominated by Universities.
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