

Personal Reflection

Well done on agreeing to become a mentor.

How do you know if you have the right skills, knowledge and qualifications to be a mentor? The fact that you are willing to support another colleague is a step in the right direction.

What can you use to evaluate your starting point as a mentor?

- Assess yourself against the minimum mentor specifications
- Plus use the checklist overleaf as a prompt/ guide

Complete the SWOT analysis below.

This will provide you with an overview of your strengths and the potential benefits to you. Plus highlight any possible areas for development and things you need to be aware of that might impact on the mentoring relationship

<p><u>Strengths</u> What abilities, skills do I bring to the role? What types of qualifications do I hold that will help me?</p>	<p><u>Weaknesses / Areas for Development</u> What skills do I have that could be developed further? What lack of awareness, ideas could I address?</p>
<p><u>Opportunities</u> What motivates me? What could this do for me, what are the benefits?</p>	<p><u>Threats</u> What could be obstacles? What issues are there?</p>

Mentoring is"concerned with continuing personal as well as professional development (CPPD) and not just continuing professional development"

Fletcher, S. (2000) Mentoring in Schools: A handbook of good practice, London, Routledge

Reflecting on Mentoring skills & knowledge

Mentor's Name _____

How would you rate your confidence levels against the following activities?

Please tick

Skills/ knowledge	1 Very Good, can explain to others	2 Satis- factory, some gaps	3 Unsure, area for develop- ment	Developme nt Opportuniti es
Understand the role and my responsibilities as a mentor				Role of a Mentor
What should be discussed at the first meeting?				Stages of mentoring
What mentoring means				Why Mentor?
Clear about the boundaries/ ground rules to be agreed between a mentor and a trainee				Stages of Mentoring
What paperwork has to be filled in				Mentoring process
Understand the 4 stages of the mentoring process				Stages of mentoring
Understand different ways of learning				Learning
What I should be commenting on after an observation				Ment.Process Subject spec.
What to do if I have any concerns?				Mentoring process
Knowledge of the new teacher training standards (2007)				
Ability to build rapport and trust with the trainee				Role of a mentor/
Active listening skills (not always as good as we think!)				Communicati on
Questioning skills				Communicati on
Ability to reflect and summarise				Stages or mentoring
Know how to enable the trainee to reflect				Reflective
Knowledge and understanding of the subject matter (how current is this?)				Subject specialism
Relating theory of teaching into practice				
Ability to provide constructive feedback				Action Planning
Agreeing SMART targets				Action Planning
How to integrate key skills or basic skills within subject				Subject specialism
Use of ICT				
Where to access other resources/ guide trainee towards				Subject specialism
Knowledge of how to evaluate own effectiveness as a mentor				Self assess/ prof.dev.
Knowledge of CPD opportunities				Self assess/ Prof.dev.