**Headteacher Mentoring Agreement**

**The role of the mentor**

Your mentor will provide personalised, needs-based support during your first year of headship, through face-to-face meetings, telephone or email.

**A mentor’s support:**

* is determined by the Headteacher’s needs and priorities, identified through a needs analysis
* helps the Headteacher make sense of the local and national context
* is one-to-one
* provides access to professional experience and practical insight
* encourages reflection
* is confidential
* aims to enhance the HT’s confidence and promote well being

**The Process**

For each term there will be:

* two Face to Face mentoring sessions between the Headteacher and Mentor – one per half term (a session is half a day)
* your school will need to fund these meetings at a rate of £200 per half termly session i.e £400 per term and this needs to be in agreement with your Chair of Governors
* journal transfers need to take place at the end of each term between the two schools

NB: any additional meetings need to be agreed between the Headteacher and Mentor including the appropriate recompense.

**Mentor/Mentee Feedback**

The mentoring sessions are undertaken in a confidential manner between the Mentor and the Mentee.

This is to confirm that both parties agree to the mentoring process as set out above and agree that on a termly basis, journal transactions will take place between the two parties.

Signed (Mentor) ……………………………………… Date …………………………….

Name/School ………………………………………………………………………………….

Signed (Mentee) ……………………………………… Date …………………………….

Name/School ………………………………………………………………………………….

Signed (CoG) …………………………………….……Date …………………………….

Name/School ………………………………………………………………………………….