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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** | |
| Issue No.: 01 | Document Number: STAN: ACC6 |
| Issue Date: 2nd May 2014 | Originator: Hanna Claydon |
| Version: 04 | Responsibility: Hanna Claydon |
| Reason for version change: Review & Update | Dated: 15 June 2020 |
| Authorised by: Wayne Marshall  Date: 15 June 2020 | Wayne SignatureSignature |

**INTRODUCTION**

The House Manager’s role is a challenging one and holds great importance in terms of student safety and welfare. It is therefore vital that all aspects of it are carried out to a high standard. It is also important that new House Managers feel confident in what they are doing. There is a lot of information to absorb and so the mentor programme is designed to consolidate what is covered in the induction (See new house manager induction policy) over a longer period.

**The Process**

1. When a new House Manager is employed, they will have an initial induction with the Deputy Director and one of the more experienced House Managers. This experienced House Manager will be given the role of mentor.

1. The mentor will meet with the new House Manager once a month to go through different aspects of the role and share best practice. He/she will check that the aspects covered in the previous session have been correctly followed up.

1. The mentor will be provided with a Mentoring Pocketbook to support the process.

1. If certain elements are not being followed up correctly the mentor should inform the Director within 24 hours and it will be the Deputy Director’s responsibility to address this.

1. The mentor will inform the Deputy Director of what is covered in each session and the Director will keep a note of the details. The mentor will meet with the Director once a month to discuss aspects of training covered.

1. The mentor will be paid £75 per month for their time spent on the role.