

Music education hub for Cheshire East: Mentoring Process

Pre-observation

Love Music Trust informs mentor of mentee to be observed

Mentor contacts mentee (directly or via school / provider) to establish suitable times for observation and feedback and informs LMT and school / venue about when and where the observation will take place.

Mentor contacts the schools to suitable times for observation and feedback. The school undertakes to inform the mentee, and pass on the mentor's contact details so that the mentee can be in touch with the mentor before the observation.

Mentor sends mentee blank observation forms and criteria either directly to the mentee or to the school.

Observation

Mentor briefly introduces her/himself to the mentor and any specific focus for the observation is negotiated (5 minutes).

Mentee provides planning document(s) where appropriate.

An observation of at least 40 minutes and up to 60 minutes will be carried out.

The mentee must be prepared to be available for a post-session oral feedback session (minimum 20 minutes) during which main strengths and targets will be discussed. In a small number of cases, it may be necessary to feedback by phone and this should happen within 48 hours of the observation.

Post-observation

The mentor will complete the observation form and send it electronically to the mentee within one week of the observation.

Within the following week the mentee will complete reflection on the observation and feedback and concurrently send the completed observation form to the mentor. The mentor will send the observation form (even if the mentee has not responded with their reflection) to LMT within one week of sending it to the mentee.

LMT will review each observation form and distribute to other providers as needed.

A further observation will be carried out later in the year.