

Professional Development Certificate & Professional Practice Certificate SCHOOL SUPPORT PROFORMA

Dear Head,

You will be aware that a member of your staff is applying to enrol on one of the BSA/Roehampton professional certificates for boarding staff. I now seek your formal support for this application and to outline the school's commitment to the course.

It is expected that the school will:

- (i) provide release for attendance at the Study Days (up to five days for each of the two Parts/Modules);
- (ii) provide the necessary reading/reference material (a single set of books can support several candidates); those texts published by BSA will be issued, and charged to the school;
- (iii) select and appoint a Mentor for the participant. The Mentor's role is to provide support, guidance and advice for the participant in his/her study programme and professional role in school – see the accompanying page.

The Mentor will be provided with mentor support materials on disk, which will contain some distance-learning units. It is strongly recommended that the mentor also attends a training day in order to share experience and focus on the key course assessment tasks. Some information about the mentors' role is included on the back of this letter.

I should be grateful if you could identify the Mentor and sign this letter, so that your candidate can return it with the application form. If the Mentor is new to the BSA programme, he/she will be invited to one of the free Mentor Training days organised by BSA.

If you need any further information, we shall be very pleased to provide it.

A J THOMSON OBE
BSA Director of Training

To: Director of Training, Boarding Schools' Association, Grosvenor Gardens House,
35-37 Grosvenor Gardens, London SW1W 0BS

I am pleased to support the attached application for the Professional Development Certificate or Professional Practice Certificate

BSA Course Code _____

Applicant's Name _____ **School** _____

Mentor (Surname) _____ (First Name) _____

Position _____ Mentor's e-mail _____

Head's Signature _____ Date _____

BSA Certificates for Boarding Staff: A Guide to Mentors...

- have an important role in supporting and encouraging colleagues in their learning and study;
- may find that much of their support fits in well with the school's staff development / performance review framework;
- need to be chosen in consultation with the participant;
- will normally be a senior member of the pastoral or boarding staff (or perhaps someone who has recently given up a house), head of boarding or deputy head, although it is perfectly appropriate for the Head to take on this role;
- should have some experience of boarding life, although this may not always be possible - he/she should, however, be able to identify with the boarding work and professional experiences of the participant;
- will usually support the participant through the whole certificate course;
- are strongly encouraged to attend one of the termly mentors' meetings to discuss the role in more detail;
- will find that much of their support will focus on the selection of topics for the end of module assessment task, and any necessary help with the completion of the coursework;
- can expect to provide closer support and guidance for the Part 2 assessment tasks.

Benefits

Previous mentors and schools have commented on the following benefits:

for mentors

- a genuine sense of partnership
- satisfaction at the success of a colleague
- shared challenge and stimulation
- identification of potential and opportunities in themselves
- recognition of their own developing needs
- enhanced development of personal and professional skills and reflection
- fresh insight into boarding issues

for school

- a more effective member of staff
- clear commitment to training and development
- tangible and measurable gains in performance
- improved communication
- improved motivation and job satisfaction for participants
- identification of future potential
- future goodwill
- fresh input into the development of boarding

Mentor Training and Support

BSA run six mentor training events each year; see Course Programme for dates and venues. BSA will also provide a Mentor Training Booklet which can be downloaded from the BSA website.