



# Novice Educator Support and Training (NEST)

## 3.10 GUIDELINES FOR WORKING WITH NOVICE TEACHERS WITHIN THE PROJECT

### 3. MENTOR RECRUITMENT AND SELECTION – INTERVENTION GROUPS AND CONTROL GROUPS

Due date: 10/2021

Responsible partner: Teach for Romania

Dissemination level: Public

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Deliverable description
This deliverable is specific for the countries where formal contract with the mentors from the intervention or control groups is not required. It shows the working setup between partner organisations and the participants of the intervention and control groups.

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The deliverable has been built with the intent to provide general guidelines for the processes of communicating and working with the novice teachers of the intervention and control group and can be adapted by all NEST partners according to the needs and particularities of each country.

Table below shows the working setup (processes) between the partner organization and the participants – novice teachers of the intervention and control groups.

<b>Target group (novice teachers)</b>	<b>Process (setup)</b>	<b>Description (how to do it)</b>
Both intervention and control	Official confirmation of participation	All novice teachers receive via email an official legal document in the form of a collaboration agreement to be completed, signed and sent both in electronic form (scan/picture via email), and in physical form – to be adapted according to each country’s local specificities regarding contracts/agreements; For countries that don’t engaged in this process a simple confirmation via email is required
Both intervention and control	Official confirmation of drop out (if needed)	All novice teachers that decide to drop out of their target group will have to not only notify their mentor and organization team via email, but also fill in and sign another document in the form of an official notice to terminate the collaboration; it is recommended that the document includes a section regarding the reasons for termination, so that the project team can have an overview of how to address drop outs and mitigated them for future co-horts of recruitments; For countries that want to simply the process is still recommended that in the email the persons drop out to be motivated.
Intervention	Communication about the project activities:	After signing the agreement, novice teachers will receive an invitation to an online kick-off meeting where they will meet the project team, relevant guests from public education institutions and the novice teacher community; they will receive all the relevant

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	Kick-off meeting and providing information	information about the development of the project: activities, timeline, designated points of contact for each type of request/question, information about the need of the project and the way of working within NEST; the purpose is to provide clarity and maintain engagement and excitement; the meeting will be followed up via email with a document with possible FAQs and their answers; For countries that don't have formal agreements is still recommended to undertake this activity.
Intervention	Evaluation questionnaires	If needed, the project team will instruct the mentor teachers to remind the novice teachers in their working group to fill in the questionnaires.
Control	Evaluation questionnaires	For teachers in the control group the project team from each organization will undertake the activity to facilitate the completion of the questions
Intervention	First contact with designated mentor: Class recordings	After the mentor teachers will receive the contact information for each of the novice teachers they will work with, they will initiate the first contact via email/phone to introduce themselves to the novice teachers and request them to record one of their classes at school;
Intervention	Feedback session (1 session/quarter* 3 quarters)	After the mentor and the trainer watch the recording of the class together, the novice teacher receives an 1h feedback session; the feedback will be provided by their mentor (for the first novice teacher in the group, the mentor will be supervised by a trainer from the organization, while for the following two the mentor will be alone with the novice teacher);
Intervention	Practice and learning community (1 session/quarter* 3 quarters)	Each mentor will organize a 2h session with the 3 novice teachers they worked with in order to share best practices between them.

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Both intervention and control	Newsletters Dissemination events Exploitation events	Administrative action recommended: create email & WhatsApp groups to facilitate dissemination of information regarding the project activities; Monthly communication and updates sent via email and WhatsApp – focus on control group to keep them engaged Participation in the events of the project based on the Dissemination plan timeline
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