



Novice Educator Support and Training (NEST)

NEST TOOLBOX OF GOOD PRACTICES FOR MENTORING
NOVICE TEACHERS IN DISADVANTAGED SCHOOLS

Dissemination level: Public

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Introduction

As part of Work Package 2, a toolbox of mentoring resources (deliverable 2.3) has been established. This toolbox is based on the collection of best practices provided by the NEST project consortium and will serve as direct input for the development of the mentor trainings (deliverable 2.4). These tools include (1) tools that can be used by mentors during their interactions with novice teachers, and (2) examples of training materials that can be used by the trainers to develop the trainings and the support of the mentors.

The toolbox of mentoring resources was built in cooperation with TFALL and ExE. This should ensure the relevance and alignment of the deliverable for and with the work that is conducted on Work Package 4. More precisely, the team at ExE will use this toolbox for the development of the training materials and will carefully select and refine the tools that they consider to be useful for the mentor trainings and support.

The toolbox

The toolbox of best practices is available on the NEST project Drive_. This link contains different folders, of which each represents a different type of tool or training material. The different maps are listed in the table below.

important for the interpretation of this table:

- The first column of the table contains a letter which is matching with the name of the related folder on the Drive
- The last column of the table indicates the sources of the tools:
 - The numbering of the best practices corresponds with their number in the list of best practices. This should ease the process of finding the best practice, if needed. Also the name of the tool itself refers to the number of the best practice which it was extracted from.
 - For some topics included in the list, no tools have been identified (highlighted in yellow) – These elements are to be discussed with ExE, to see how and whether we could find tools for these elements.

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| # | Folder | Description | For whom? | Sources |
|-----------------------------|---|---|-------------------|--|
| Mentor-Novice teacher tools | | | | |
| A | Kick-off conversation | Tools for organizing the first mentoring conversation: helps mentors to plan their first mentoring conversation, suggests activities to start the mentoring relationship. | Mentors | Tools were provided by TFALL |
| B | Summary of observation and feedback purpose and goals | Infographic to be shared by mentors with mentees at their first meeting to explain the importance of the O&F sessions | Mentors | To be customized for NEST |
| C | Observation Templates | Templates for evidence-based notetaking during the classroom observations and lists of elements to consider | Mentors | <ul style="list-style-type: none"> - 2 first tools are based on best practice #23 - Other tools were provided by TFALL |
| D | Classroom vision template | Optional resource that mentors can share with their mentees to optimally establish a vision for the classroom of the novice teacher | Mentors/ Teachers | 4 provided tools are based on best practice #9 |
| E | Conversation Planning | Templates which help the mentor to plan the mentoring conversation and reflect on them afterwards. | Mentors | <ul style="list-style-type: none"> - First tool is based on best practice #9 - Other tools were provided by TFALL |

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| F | Class analysis framework | Includes a description of 7 principles of innovative learning spaces, indicators, and ideas on how to improve those, contextualised in complex learning environments. To be used by mentors and mentees during the debriefing. | Mentors | To be customized for NEST |
| G | Teachers portfolio | Shared document between mentor and mentees; includes class analysis, summary of ideas shared in the debriefing and next steps; it is updated at each mentoring conversation; it allows mentees to reflect on their progress and mentors to have debriefing conversations registered and connected with previous conversations. | Mentors | To be customized for NEST |
| H | Mentor's portfolio | Shared document between mentor and tutor; includes mentoring conversation plans, mentoring conversations debriefings, reflections on their practice and next steps for growth. To be used before and after observation and feedback cycles, and during metacognition training sessions. It allows mentors to reflect on their progress and tutors to have debriefing conversations | Mentors | Tool for self-reflection of mentors based on best practice #9 |

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| | | registered and connected with previous conversations | | |
| I | Facilitative and directive coaching | Explanation of the difference between facilitative and directive conversations, enriched with multiple examples | Mentors | Multiple tools coming from best practices #9, #18 and #22 |
| J | Coaching techniques | Multiple coaching techniques that are easy to be used for mentors during mentoring conversations | Mentors | <ul style="list-style-type: none"> - Several tools based on best practice #9 - Other tools provided by TFALL |
| K | Informal interactions | With the goal of inciting mentors and mentees to have informal interactions, a list of ideas for informal activities can be provided | Mentors | Tools based on best practice #3 |
| L | Conversation questions & phrases | Questions and phrases that should be used by mentors in coaching conversations related to different topics | Mentors | Tools based on best practices #1 and #9 |
| M | Teaching techniques | Techniques that can be used by teachers to give classes | Mentors/ Teachers | Tools based on best practice #23 |
| Training ideas | | | | |
| N | Training ideas - O&F cycles | Ideas for giving trainings related to these topics, based on the provided best practices | Trainers | All materials are based on best practices |
| O | Training ideas - Reflect on past experiences | | Trainers | |

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|---|--|--|----------|--|
| P | Training ideas - TFALL Training | | Trainers | |
| Q | Training ideas - TfBulgaria Training | | Trainers | |
| R | Training ideas - Build vision and approach | | Trainers | |