

Social Work Supervisor Programme: Mentor role description

What is involved in being a Mentor?

- Meet with the programme attendee on a minimum of 3 occasions during the overall programme length (approx 6-7 months):
 1. At the start of the programme meet after the programme attendees have completed their personal profile, their first self-assessment checklist. This session is to support the programme attendees to complete their Professional Development Plan. This meeting can be on-line or face to face. The outcome of this meeting is recorded by the programme attendee within their Professional Development Plan.
 2. At some point during the overall programme. The purpose is to agree the arrangements for the direct observation and for the programme attendee to confirm with the mentor which standards they are aiming to evidence in their direct observation. A summary of this discussion will be recorded by the programme attendee in part 1 of the Observation template.
 3. Towards the end of the overall programme, after the programme attendees have completed their second self- assessment checklist and the mentor has obtained feedback from supervisees and the programme attendee's line manager. The purpose of this meeting is to support the programme attendees with their critical reflection and review their Professional Development Plan and identify a future action plan.

- Undertake a Direct Observation which includes gathering feedback from the supervisee immediately after the direct observation and providing feedback to the programme attendee via the direct observation template

- Gather feedback from additional supervisees via Microsoft Forms (survey provided).

- Gather feedback from the programme attendee's line manager (template provided).

Who can be a Mentor?

- An experienced social work supervisor
- Someone who is not the programme attendee's line manager
- The mentor could be someone who is facilitating a training module on the programme.

Could someone other than the mentor undertake the direct observation?

- Yes, for example, if your agency already has direct observations built into practice and an observation is already scheduled during the programme time this could be used as the direct observation provided the paperwork from the reflective learning log is used to record the direct observation.

What if the mentor is concerned about the programme attendee's practice?

- This is not a pass/fail programme however if as a mentor you were worried about the practice you observed you would be expected to feedback to the programme attendee in the first instance and follow any agency policies on raising concerns.

A briefing on the mentor role will take place on line on **20th March 12-1 pm** for anyone undertaking this role.