



स्वाध्यायान्मा प्रमदः

# **Mentor Teacher Handbook**

## **TDC Program**

**Pre-LIC | April '18 –Jun '18**

**Name of the Mentor Teacher:-**

**Zone:-**


**Pre - LEARNING IMPROVEMENT CYCLE**

**‘Buniyaad’**

## MTs support and Responsibilities

Support Provided	Core Responsibilities	Examples of Demonstration of Effectiveness
<ul style="list-style-type: none"> <li>• <b>3 Co_learning Sessions of total 10 days (co - led by facilitators and PMs )</b> each academic year to set them up to facilitate TDC Co-Learning Sessions (along with PMs); to build capacity around lesson observations; to prepare them to lead reflective discussions with TDCs; and to build the team spirit of the MTs and their identity as a group of leaders.</li> <li>• <b>Fortnightly individual support calls/</b> meetings with <b>Programme Managers</b> to review progress, set direction and agree actions.</li> <li>• Reflective journal with <b>planned exercises designed to support MTs to be more effective</b> in leading their team of TDCs.</li> <li>• <b>Monthly meetings with all MTs and DIET facilitators,</b> PMs and DDEs in the District to share learning, review data and practice core skills of coaching, facilitation and data-based decision making.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Co - Facilitate 3 TDC 'Co-Learning Sessions' of total 10 days,</b> each academic year to set TDCs up to lead group of teachers in school and lead shift in classroom practice amongst teachers in their schools through effective classroom observations and feedback. These will be <b>delivered in conjunction with Programme Managers and DIET Facilitators.</b></li> <li>• <b>Provide fortnightly structured support calls/ school visits</b> to each of their TDCs on a monthly basis.</li> <li>• Observe each of their TDCs facilitating <b>monthly ART meetings</b> and provide feedback and support to develop facilitation skills (Minimum 3 per month) and fill google feedback form of the same</li> <li>• Other than Monthly ART meetings <b>observe other 'forms of enagement' than the TDCs</b> choose to interact with their teachers and develop 5 best practice case studies by the end of the year.</li> <li>• Play a leading role in Monthly TDC Program meeting <b>with MTs, DDEs, DIETs</b> and wherever possible <b>state level representatives</b> to share learning based on data</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Modelling excellent facilitation to TDCs and spread a positive, constructive tone focused on improving teaching and learning</i></li> <li>• <i>Regularly communicate to DDEs and others in the system about the progress they are seeing TDCs and teachers make and where they need more support</i></li> <li>• <i>Try role modeling within the system to avoid TDCs and teachers being distracted from improving teaching and learning– ensure that all meetings/ discussions relate to improving learning</i></li> <li>• <i>Ensuring there are no logistical or administrative barriers to their TDCs being able to lead ART effectively</i></li> <li>• <i>Provide excellent facilitation and mentoring to TDCs focused on helping them be more effective in improving teaching and learning in their cluster, rather than just telling them what to do</i></li> <li>• <i>Liaise closely with other MTs in the District to share data and learning about how to support TDCs effectively</i></li> </ul>

### Mentor Teacher Calendar

ACTIVITY	PURPOSE	Ticks when completed with date of completion
<b>Monthly TDC Program Meeting</b>	<ul style="list-style-type: none"> <li>- To Reflect and Review the success and challenges of LIC-2</li> <li>- To gain an insight on data collected from previous cycle</li> <li>- To form a shared understanding of upcoming steps in the cycle.</li> </ul>	 <b>(10/03/18)</b>
<b>MT Co – Learning Session – Pre -LIC</b>	<ul style="list-style-type: none"> <li>- To build an understanding of their role in this LIC</li> <li>- To develop a plan-of-engagement with their respective mentee schools</li> <li>- To build a shared vision of improving learning in a district and within their region</li> </ul>	<b>Congrats! You Are in it right now!</b>
<b>MT/ TDC PRE-CALL/ MEETING</b>	<ul style="list-style-type: none"> <li>- Ensuring that the TDC has been finalized for the upcoming cycles.</li> <li>- To set-up the TDCs to be learning ready and excited for their Co-Learning session</li> </ul>	
<b>MESSAGE to TDCS</b>	<ul style="list-style-type: none"> <li>- To remind the TDCs about the logistics for the institute</li> <li>- Building Anticipation with TDCs for upcoming cycle using carefully selected pre-reading/ short film (linked to the role and the upcoming theme) through WhatsApp groups or in person.</li> </ul>	
<b>TDC Co-Learning Session :- Pre-LIC</b>	<ul style="list-style-type: none"> <li>- To ensure the TDCs understand their and ART role</li> <li>- To reflect and review the work done in the last LIC based on theme 'Look for Understanding and Respond'</li> <li>- To prepare the TDCs to facilitate Pre-LIC on 'Buniyaad' and further develop key facilitation skills</li> </ul>	
<b>Reflection on TDC Co-Learning Sessions with PMs and DIET Facilitators</b>	<ul style="list-style-type: none"> <li>- Chance for PM to share feedback to the MT on their facilitation and to gather ideas from the MTs about how to improve TDC Co-Learning Sessions for the next time</li> <li>- Chance for PM to talk through the follow-up call to each of the TDCs that the MT will make and practice core messages for the call</li> </ul>	
<b>MESSAGE TO TDCs</b>	<ul style="list-style-type: none"> <li>- To thank the TDCs for their attendance and ideas and encourage them</li> <li>- To share a reading/ film clip to reinforce learning from the sessions and to stimulate discussion on the whatsapp group</li> </ul>	
<b>CALL WITH EACH TDC</b>	<ul style="list-style-type: none"> <li>- To check in on TDC planning for the Pre- LIC ART meeting and ensure no logistical barriers</li> <li>- To check the TDC has done all they can to engage HoSs and prep teachers in advance</li> <li>- To talk through ideas/ doubts that the TDCs have</li> </ul>	

	<ul style="list-style-type: none"> <li>- To give encouragement and support to the TDCs and wish them good luck!</li> </ul>	
<b>Monthly School VISIT 1</b>	<ul style="list-style-type: none"> <li>- Exchange calendars with Respective PMs and TDCs to coordinate support visits for upcoming ART meetings.</li> <li>- To observe TDCs conducting ART meetings and give them support and constructive feedback</li> <li>- To support TDCs through Coaching sessions and Calls, focussed on their ART meetings and 30 minutes sessions.</li> </ul>	
<b>MESSAGE TO TDCs</b>	<ul style="list-style-type: none"> <li>- To thank the TDCs visited and recognise/ encourage them publicly for what they did well in facilitating the session</li> </ul>	
<b>MESSAGE TO TEACHERS FROM MT</b>	<ul style="list-style-type: none"> <li>- To thank teachers for their participation in the ART meeting 1 and recognise them for all the ideas shared and energy with which they participated</li> </ul>	
<b>Monthly School visit -2</b> <b>Feedback, Support visit, data collection/compilation, Coaching</b>	<ul style="list-style-type: none"> <li>- Exchange calendars with Respective PMs and TDCs to coordinate support visits.</li> <li>- To get a sense of how ART members are implementing different strategies in their respective classrooms</li> <li>- To support TDCs through Coaching sessions and Calls, focussed on their ART meetings and 30 minutes sessions.</li> <li>- To collect and compile feedback of ART members regarding ART meetings and 30 minutes sessions</li> </ul>	
<b>MT/ PM reflection call</b>	<ul style="list-style-type: none"> <li>- To provide chance for the MT to take stock following ART meeting 1</li> <li>- To reflect on the overall needs of TDCs and how they can support them</li> <li>- To think through how they could make observation visits more useful</li> </ul>	
<b>Monthly TDC Program Meeting</b>	<ul style="list-style-type: none"> <li>- To reflect and compile on last month's progress with DIET Facilitators, PMs and DDEs using collected data, discussions with TDCs on :-               <ol style="list-style-type: none"> <li>(a) Quality of ART meetings , 30 minutes sessions, One on One discussions and Classroom practices.</li> <li>(b) Documentation of best practices in various forms of engagement.</li> <li>(c) Challenges faced in the district related to TDC program and collectively create solutions to overcome them</li> </ol> </li> </ul>	

### TDC Support Visit Planner

Pre – LIC : - ‘Buniyaad’

15<sup>th</sup> April – 15<sup>th</sup> May

Date	TDC Name	School Name	Reflections and Actionable steps from Visit

# The GROW Coaching Model

## 1. Goal

- Clarify the desired goal.
- Establish the long term aims.



## 2. Reality

- Gain clarity about the current situation.
- Clarify the differences between the reality and the goal.
- Check underlying assumptions.
- Address any self-doubt.

## 4. Wrap up

- Commit to action.
- Make actions specific and realistic.
- Identify possible obstacles.
- Identify the support required.

## 3. Options

- Cover a full range of options for action.
- Consider the advantages and disadvantage of each option.
- Offer suggestions – carefully.

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TDC Name and Date of Session	Goal	Reality	Options	Wrap Up
