

The role of the buddy

- To welcome a new member of staff to the University and the School
- To provide an friendly and informal link with the School
- You will have been chosen because you hold a similar position within the School structure and are located in the same building
- The buddy role is only expected to last a month but you will be in regular contact during this period (the buddy role does not involve academic mentoring) and hope to help the new appointment settle into their role

You will expect to:

- Be available to meet the new member of staff during their first day at work on the Campus
- Tour of the building including welfare facilities
- Tour of campus including key locations: library, coffee shops, places for lunch, campus shop, post room in Whiteknights House, Sports Park
- Introduce them to local support staff, administrative and technical
- Inform them about local arrangements for photocopying, stationery, kitchen area, regular coffee and lunch times, staff pigeon holes and post
- Make sure that they join (are aware they can join) staff at coffee and lunchtime
- Inform them of seminars and other events that staff regularly attend
- Ensure that they meet the key staff in the School including Head of School, Head of Departments, School Manager, local AHSO
- Ensure that they collect their email address / password from S@il in the Library
- Ensure that they apply for their campus card and pass the card number to the School Manager
- Be able to answer the small questions that help a new staff member to settle in their new post

Academic and research staff will also be allocated a Mentor whose role is listed below

- To meet the new member of staff within one week of their arrival (date to be set by HoS PA)
- The mentor is expected to be a long term relationship, helping with probation, promotion and workload
- This appointment will be made from across the School
- This person will have been appointed to all positions grade 6+ above involved in research and teaching
- The new appointee will have also been allocated a buddy to help them settle into the new role during their first few weeks at Reading
- The University has a number of guidance notes available on the website:
<http://www.reading.ac.uk/web/FILES/CSTD/MentoringGuidelines.pdf>
<http://www.reading.ac.uk/web/FILES/CSTD/MentorsPGCE.pdf>
<http://www.reading.ac.uk/web/FILES/CSTD/MentorsWorkshopPortfolioExemption.pdf>