

## The role of the mentor

- 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
  
- Please read the School Mentoring policy – separate document
  
- 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>

### All staff will also be allocated a buddy whose role is listed below

- 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

### *They will be expected 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