

Thank you for volunteering your time to be a Guru to our Year 12 students, who are spending Term 2 learning remotely. You will be matched with a Year 12 student who has indicated that they need assistance in a subject you successfully completed in your VCE and/or are continuing to study at university. Your Year 12 student may also need assistance with maintaining motivation, so your enthusiasm and support is vitally important.

1. **Introduce yourself and build your relationship.** Give a brief snapshot of your story from your VCE year to where you are now. Share your story – the highs, the lows, mistakes and wins. Invite questions.
2. **Take a genuine interest in your Year 12 student and treat them as an equal.** Ask them questions about themselves, their interests, their motivation, short term goals and their potential career pathway. Research tells us that strong relationships are the key to great mentoring.
3. **Set out a small number of realistic expectations.** What does your Year 12 want from your interactions and partnership? Where can you be of best use to them?
4. **Set out a weekly schedule.** Your two hours of tutoring can be two 1-hour sessions, or four 30-minute sessions, or a 20-minute catch up each day.
5. **Encourage and motivate.** Remind your student to stay focused on their target or goal.
6. **Know when to wait before giving advice.** Pause and consider whether you are the best person to offer advice. Perhaps a referral to their teacher or HoH might be better, or for you to research the answer and get back to them at a later date.
7. **Give supportive feedback.** Encourage contributions and celebrate your student's achievements. Build their confidence.
8. **Ask and listen.** Do not assume or guess.
9. **Ask open ended questions such as** 'What is working for you? What is not working for you? What have you gained most from our session?'
10. **Encourage quiet students, but don't overpower them.**
11. **Check on your agreed expectations often as they may change.**
12. **Be committed to support your student for the whole of the term, and if possible, longer.**
13. **Notify your student's Mentor asap if you have any concerns about your student's welfare.**
14. **Join ballaratgrammarconnect.com, which is the Ballarat Grammar Old Grammarian's Association site.** This platform offers networking and mentoring opportunities between Old Grammarians and the School community.