

TEACHER MENTOR GUIDE



2022/23

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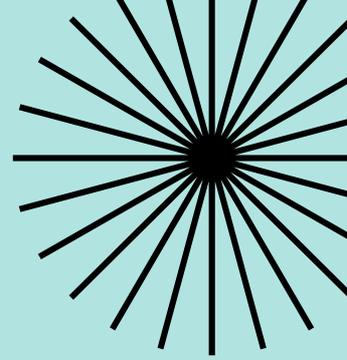
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TEACHER STUDENT MENTORING



Mentoring provides all students with a **supportive relationship** with a more **experienced individual** who can serve as a role model – such as teachers, community leaders, peers, adults, and/or college students.

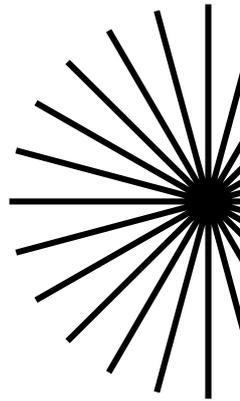
Good mentoring programmes are well structured, build relationships through which information can be transferred, and enable students to develop self-esteem and confidence. Mentoring is not a once-off activity; it involves a mentor engaging with a mentee/small group of mentees over a length of time.

Teacher Student Mentoring programme aims:

- develop students' awareness about their own learning
- foster a greater sense of confidence and responsibility for their learning and future career path
- support whole school guidance
- help students achieve their potential
- contribute to students feeling more engaged and motivated about their learning and future as a result of more personal attention and support.

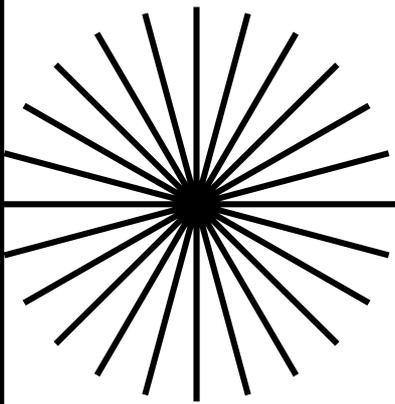


TEACHER STUDENT MENTORING



Format:

- 1 one hour session followed by 3 x 40 minute sessions throughout the school year
- Croke Park hours
- Work with a group of 2/3 students
- Weeks allocated in school calendar for mentoring sessions

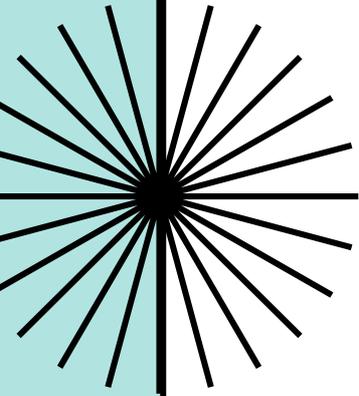
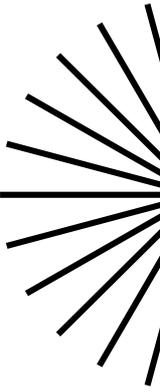


Focus:

- Pastoral Focus
- Supporting students with struggles regarding study
- Complement the work of the guidance counsellor talking through course options with the students

NOTE: You are not replacing the guidance counsellor; rather your mentee may choose to discuss their options with you

THE MENTOR'S ROLE:

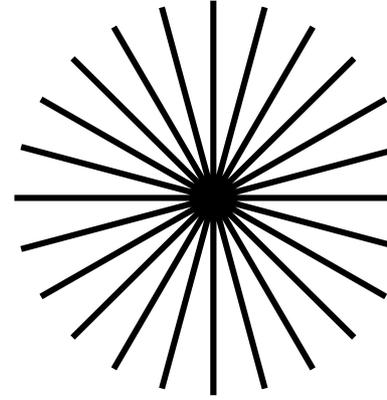
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- To **listen** without judgement
 - To establish a **good working relationship** with the individual students in order to guide them in their learning
 - To **guide** students towards a better understanding of their own learning and ambitions for their future
 - To **support** the student to monitor their academic progress through their mentor booklet
 - To **encourage** the student to seek information regarding course choices and **discuss these with the guidance counsellor**

Resources:

- Mentor handbook
- Mentee handbook with clear activities to promote constructive conversations
- Stress management booklet included in both Mentor and Mentee handbook

NOTE: The guidance counsellor has the expertise and skills to deal with specific career and course related questions. Encourage your mentees to make appointments with the guidance counsellor.

SOME USEFUL TIPS



Ask open questions

Use: **How, where, why, what** and **when** questions

Be honest

Be as honest as you are comfortable being when telling your mentee your story

Reflect

Reflect back to the mentee what you have heard them say and the emotion associated with it

Use words of encouragement

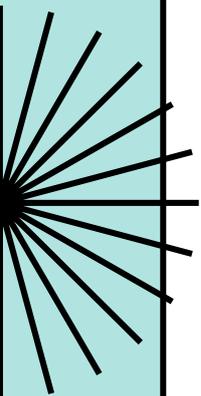
Encourage your mentee to continue speaking by using supportive phrases and gestures

Clarify

Ask the mentee if you have understood them correctly by repeating back to them what they have said in your own words.

Respond

Respond to what your mentee has said. For example "Thanks for sharing."



STRUCTURE OF SESSIONS



Session	Time of Year	Focus
1	Early October	<ul style="list-style-type: none">• Getting to know me• Reflect on 5th Year• Study concerns• Worries, anxieties• Managing stress and workload
2	TBC	<ul style="list-style-type: none">• CAO is now open• HEAR / DARE• Alternatives to CAO• Study plan for Christmas exams• Managing stress and workload
3	TBC	<ul style="list-style-type: none">• Reflecting on the Mocks• Study plan• CAO• PLC Applications• Managing stress and workload
4	TBC	<ul style="list-style-type: none">• Final check-in• Study Plans• Managing stress and workload

Always encourage your mentee to speak to the guidance counsellor if they have questions about courses, careers, study techniques or are struggling with stress and anxiety

How does the CAO work...

The Central Applications Office(CAO) processes applications for undergraduate courses in Irish Higher Education Institutions (HEIs)

- CAO opens for applications at 12:00 on the **5th November*** most years.
- Applications close on the **1st February** though it is possible to make a late application for an additional cost
- Students can apply for up to **TEN** level 6/7 courses and **TEN** level 8 courses. They can add/remove courses and rearrange the order of courses for free up to 1st February.
- Changes cannot be made to the CAO from 1st March – 5th May.
- From **17:15 on the 5th May – 17:15 on the 1st July**, students can change and rearrange courses as much as they like for free.
- **Restricted courses** normally require additional assessment procedures such as submitting a portfolio, attending an interview/audition etc,. Students must have applied to the CAO prior to the 1st February in order to apply for a restricted course. They also must add the course to their CAO prior to the 1st March.
- Applications to **HEAR & DARE** are made through cao.ie (see accesscollege.ie)

*Check dates to ensure they are correct for the current year

Higher Education Access Route (HEAR)

HEAR is a scheme that offers CAO places on reduced points and extra college support to those who are resident in the Republic of Ireland and underrepresented at Higher Education due to their socio-economic background. Applications made through the CAO.

Disability Access Route to Education (DARE)

Reduced points entry to CAO courses for students whose disabilities have had a negative impact on their second-level education.

Applications are made through the CAO with the support of guidance counsellor and/or additional educational needs teachers.

Students who are eligible for both DARE and HEAR are prioritised above students eligible for just one.

SUSI

The Student Grant Scheme is the main financial support scheme for students studying in Ireland and abroad. Higher and Further Education students can apply to SUSI.

NOTE: Any student applying for HEAR or DARE should meet with the guidance counsellor early in the school year.

Post Leaving Certificate Courses

What are PLCs?

Post Leaving Certificate courses are full time 1 and 2 year courses which take place in Colleges of Further Education. There are a wide variety of areas to study, from animal care to music production to motor maintenance to photography.

Who studies a PLC?

Many students opt for a PLC when they are unsure of what they would like to study in college. Others do not want to commit to 3 or 4 years of study but would like to improve their chances of gaining employment. Some students will not have been offered the CAO course they wanted and will use a PLC as an alternative entry route. Many students who want to study a Creative Arts programme at third level will do a PLC portfolio course for a year before applying to college.

Where are the colleges?

There are many PLC colleges around the country and they all offer a unique set of courses. Check college websites for the most up to date information.

How do I apply?

Applications for PLCs are made directly to the college offering the course. Students will then be invited for interview.

What are the entry requirements?

In order to be eligible for a PLC course, students must pass five subjects at Leaving Certificate. Some courses will require a specific subject or level. Always check the college website for up to date information!

What is an apprenticeship?

An apprenticeship combines learning in an education and training institution with work-based learning in a company. At least 50% of apprenticeship learning is completed in the workplace. Apprenticeships lead to nationally recognised qualifications.

What types of apprenticeships are there?

There are a wide range of apprenticeship programmes available, in industry areas that include **finance, ICT, biopharma, construction, engineering, hospitality and arboriculture**. Check out apprenticeship.ie for full information.

How do students apply?

To become an apprentice in Ireland you must be hired by an employer. Apprenticeship employers are formally approved by SOLAS in advance of employing apprentices. Apprentices get a formal contract of employment as part of their apprenticeship.

What are the entry requirements?

It depends on the apprenticeship programme.

**This page should include scholarships
local to your school**

Griffith College Bursary

Every year, Griffith College awards scholarships to students who show an interest in their courses and can demonstrate an ability or passion for that area, covering the entire cost of the programme for the duration of their studies, including the registration fees.

The Mary Maher Bursary for aspiring journalists

The bursary aims to help students from backgrounds under-represented in the media and who face challenges in achieving a degree in journalism to pursue a career as a journalist.

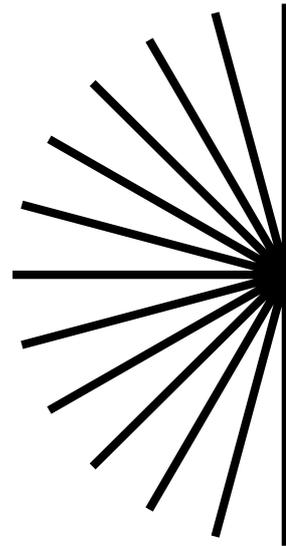
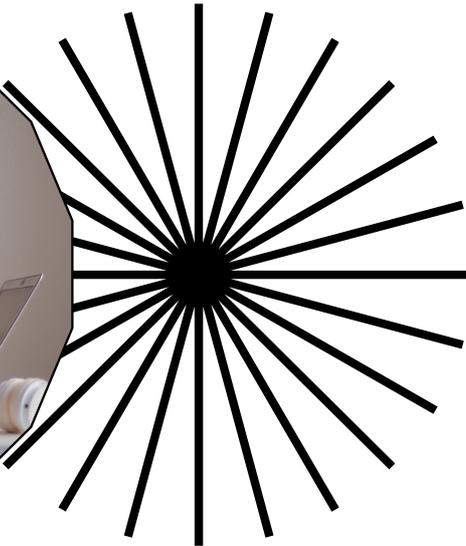
Financial Services Scholarship in conjunction with Griffith College

The initiative will offer school leavers the skills they need to launch a career in a progressive global financial services company. Successful candidates will earn through full-time employment at Fidelity Investments, while undertaking a fully funded part-time degree in Business at Griffith College.

Click [here](#) for more information on Scholarships.

SCHOLARSHIPS

STRESS MANAGEMENT TIPS



Take a moment to see if you have been feeling any of the following symptoms:

This is not an exhaustive list, your thoughts, emotions and feelings may not be listed.

Thoughts

- This is too much, I can't cope.
- I haven't got enough time.
- I'll never get it finished.
- I must get it done.
- There's no way I'll get through all this.
- How am I going to manage this?

Moods

- Anxious
- Angry
- Depressed, hopeless
- Impatient
- Irritable, bad tempered with friends, family, teachers.

Physical Feelings

- Tense muscles – shoulders, neck, tummy, eye twitches
- Tiredness / Insomnia
- Headaches
- Forgetful
- Agitated, restless
- Difficulty concentrating
- Heart racing / palpitations
- Breathing faster
- Uncomfortably hot

In the moment...

During moments of intense stress, your body believes it is in danger. The most effective way to get through this is to tell your body it is not in danger. The following techniques tell your body it is safe.

Slow, deep breathing.

- o Breathe in slowly counting 1 – 2 – 3.
- o Breathe out slowly counting 1 – 2 – 3 – 4 – 5.

Reassuring, positive self-talk.

- o “Everything is ok, I am ok. I am safe.”
- o “This will pass. It is only temporary.”

Body Scan

Take a deep breath and close your eyes for a few moments. Sense where your body is contacting the environment around you (the chair, the floor, etc.).

Sense where your weight is resting.

Now take a deep breath and notice if there any parts of your body that feel very tense or sore.

If you find one, take a deep breath and try to imagine that place loosening up.

Then gently and slowly, move that part of the body just a little bit to let it loosen and relax.

Apple picker stretch

Imagine you are under the branches of an apple tree, standing with both arms up in the air and gently bouncing on tip toes.

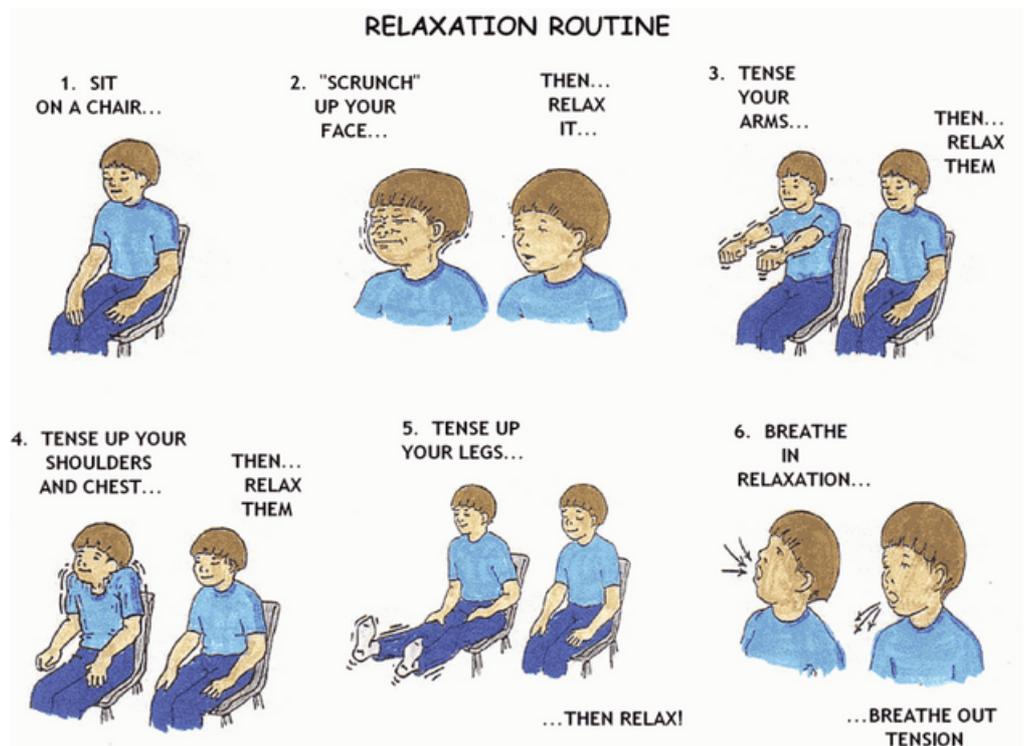
Gently reach up as high as you can and grab at the imaginary apples with one hand then the other.

Then gently drop your hands and bend over towards the floor as far as you can with knees slightly bent.

Then sway gently from side to side for a few moments before slowly rising up, one vertebra at a time, with the neck and then head coming last.

Be very careful and remember to keep breathing throughout.

Progressive Relaxation



Long term strategies

There are many things you can to help you manage your stress levels during the Leaving Certificate Year. These strategies can be used throughout your life to help you deal with any stressful situations you may face.

Look after your basic needs.

- o Food – eat a balanced diet with plenty of healthy fresh foods
- o Water – stay hydrated by drinking water throughout the day
- o Sleep – Allow yourself enough time to have a restful sleep every night

Listen to your body and use your breathing.

- o Learn your body's signs of stress
- o When you notice you are beginning to feel stress, focus on your breathing and relax your body and mind.

Get active!

- o Continue with sports you are doing or take up a new one.
 - Exercise produces endorphins which are natural painkillers and promote restful sleep

Make time for the fun things in life

- o Every day, make time to do something you enjoy and find fun.
- o Allow yourself time to enjoy your hobbies.
- o Prioritise having fun.

INTERVENTIONS

