



IBSC Action Research Program

The Role of the Mentor

The Mentor role is that of a trusted advisor and critical friend who guides the researcher on their action research journey.

- The Head of School nominates the Mentor for each of their school's researchers.
- Initial email contact with Mentors is made by the Program Coordinator and the Team Advisors during February of each new cycle. From there on, Mentors are copied on any major notification emails going out to researchers in individual teams, or should there be a problem needing the Mentor's intervention.
- Mentors also have access to the main IBSC Action Research site and to individual team sites, where they can follow the progress of researchers. Should a Mentor wish to access the team's Facebook group, they can ask the Team Advisor to add them.
- Ideally, Mentors will set up a regular weekly or fortnightly meeting with their researchers to discuss progress at each stage of the project, and to provide guidance and feedback. The role of advisor and critical friend is really important in ensuring that the research is authentic and credible.
- The Mentors will work with researchers to encourage them to share their findings, within their own school community as the project progresses, and with a wider audience once the report has been completed.
- Whilst the Team Advisor provides regular and detailed feedback around the action research project, each submission also needs to be copy edited to ensure that the writing and APA referencing is correct, according to the IBSC Action Research Guidelines. The Mentor undertakes to ensure that all submissions and the final report have been edited and correctly referenced ahead of publication.
- Meeting deadlines can often be challenging for researchers, and we hope that the Mentors assist them wherever possible to ensure their submissions come in on time. A schedule of deadlines can be found on the main website. Should a researcher miss more than two major deadlines, they may be asked to withdraw from the project.
- On average, this position requires around an hour per week. It is important for the Mentor to consider this before committing to the role.

David Armstrong, Executive Director

Margot Long, Action Research Program Coordinator