

Equipped to Lead Mentoring Network

A key aim of the CSA Equipped to Lead Mentoring Network is to equip women who are:

1. Thinking about stepping into school leadership
2. New to a leadership role
3. More experienced and seeking some additional support

What is Mentoring?

Mentoring is a purposeful, ongoing relationship in which a more experienced leader provides guidance, encouragement, and support to another, fostering both professional growth and personal development.

At its heart, mentoring is not about having all the answers. It is about **relationship, trust, and intentional support**.

The mentoring literature describes the mentoring relationship as one in which a more practised leader offers **guidance, perspective, encouragement, and challenge**, helping another leader grow in confidence, competence, and professional identity.

Effective mentoring relationships typically include:

- a safe and confidential space for reflection
- honest conversation without judgement
- encouragement during seasons of uncertainty
- practical wisdom grounded in lived experience
- support for decision-making and leadership growth

Importantly, mentoring is not supervision, evaluation, or performance management. It is a **supportive, developmental partnership** that recognises leadership as both a professional and deeply personal journey.

Mentoring builds confidence, strengthens leadership capability, and deepens understanding of organisational culture, while providing a safe space to explore real challenges and develop practical skills.

Characteristics of Effective Mentors and Mentees

Effective Mentee	Effective Mentor
Willing to learn and grow	Brings relevant leadership experience
Reflective about experiences and practice	Committed to developing others
Open and honest in sharing challenges	Listens deeply and attentively
Takes initiative in the relationship	Builds trust and ensures confidentiality
Receptive to feedback	Non-judgemental and supportive
Positive and growth-oriented mindset	Encourages and affirms strengths
Committed to time and follow-through	Reliable and available
Developing self-awareness	Models ongoing learning and self-awareness
Engages in problem-solving	Skilled in asking questions to promote thinking and learning

General Guidelines

The mentoring partnership is to be mentee-driven and mentor-guided.

The Mentee holds overall accountability for organising the logistics, preparing the agenda for each meeting, and following up with agreed actions.

The Mentor is responsible for making adequate time for their Mentees, being fully present in their conversations, and setting clear expectations.

Mentors and mentees are expected to commit to meeting at least once per term over an initial 12 month period. This can be done either in-person or online.

Further specific guidelines for mentors and mentees will be forwarded to network participants.

Next Steps

1. Interested prospective mentors and mentees should complete the appropriate online Expression of Interest form.
[Expression of Interest – Mentees](#)
[Expression of Interest – Mentors](#)
2. EOI forms received. Reference checks for Mentors completed.
3. Participants notified of acceptance into network or further conversation conducted.
4. Mentors and mentees partnered by CSA Staff. Pairing will be determined by goals, developmental needs, professional background, location and availability.
5. CSA staff member contacts pairs to share contact details and guidance on next steps.
6. Mentors and Mentees invited to attend an information session.
7. Mentee contacts mentor to set up initial online meeting. This should be a 20-minute meeting for introductions and to discuss mentee's proposed goals. If both parties are comfortable, further meeting times are set (minimum of one per term). We suggest meeting times of 60 minutes.

Mentee to contact CSA staff member to advise of successful pairing.
OR
If, after this initial meeting, either or both parties would like to be re-matched, they should contact the CSA staff member.
8. CSA staff member will forward further guides and resources to mentee and mentor. CSA staff member available to support participants as needed.
9. Optional training sessions for mentors (tbc).
10. Mentor and mentees will be asked to complete a survey (at around the 6 to 8-month mark) to gather feedback which will inform changes/improvements going forward.
11. At end of 12 months, the partnership concludes or the option of continuing with the mentor/mentee relationship is discussed.