



Scoil Barra Naofa, Monkstown

Work Experience / Teaching Placement Policy

Introduction

Scoil Barra Naofa welcomes student teachers, Transition Year pupils and other categories of student (Early Childhood Studies, Childcare etc.) seeking to gain work experience here. The central objective of this policy is to ensure that the high standards of education in Scoil Barra Naofa be met and that the welfare of the children in the school is paramount at all times.

Rationale

The school recognises its obligation to share best educational practice with those seeking to gain experience in a school setting and will host students in accordance with the capacity of the school to accommodate such students and in accordance with the willingness and availability of teachers to accommodate them. However, the accommodation of student teachers / students on work experience is ultimately at the discretion of the principal. The Principal Teacher of the school, as an agent of the Board of Management and charged with the day to day running of the school, reserves the right to refuse or allow applicants a work placement in the school.

Aims

This policy aims to promote:

- an awareness that the welfare of the children in Scoil Barra Naofa is the primary concern.
- An awareness of the importance of confidentiality during the time spent in the school.
- a welcome to people who are accepted to work in the school on a short or a long term basis during the school year, be it as a student teacher or on work experience.

Application & Placements

Applications for work experience should be made in writing to the Board of Management.

Applications should be accompanied by the following documentation:

- Letter of application, outlining details (dates, duration etc.) of work experience requested and furnishing any information / documents from the school / college / university that the student attends.
- A copy of the Insurance indemnification from the school / college / university that the student attends
- A copy of the recent Garda Vetting (relevant for those over the age of 18years)

Teaching Placements (Student Teachers)

Scoil Barra Naofa welcomes student teachers and recognises its obligation to share best practice in education with student teachers.

- With regards to applications for Teaching Placements, ordinarily, no more than **one** student teacher will be facilitated at any one time.
- Preference will be given to
 - Past pupils of the school

- Family members of pupils / staff of Scoil Barra Naofa.
- Placements / Work experiences will be allocated on a first come first served basis.
- Placements are dependent on a teacher's willingness to facilitate a placement in their class. No teacher will be obliged to host a student teacher.
- Fully probated teachers in Scoil Barra Naofa are eligible to host a student teacher.
- Certain class groups will not ordinarily be considered for teaching placements
 - Junior Infants in Term 1
 - A class group who has had a student teacher with in the previous 12months
 - A class where teachers are job-sharing

Transition Year Pupils

- With regards to applications for Transition Year pupils, no more than one pupil will be facilitated at any one time.
- Preference will be given to
 - Past pupils of the school
 - Family members of pupils / staff of Scoil Barra Naofa
 - Those with a genuine interest in working in education.
- Placements / Work experiences will be allocated on a first come first served basis.

Other Work Experience / Work Placements

- Ordinarily no more than **one** work experience student will be facilitated at any one time. However, the school will consider the overall benefit / skill set that a student on work placement might bring to the school / class group. E.g. Extra assistance in a classroom for a teacher.
- Preference will be given to
 - Past pupils of the school
 - Family members of pupils / staff of Scoil Barra Naofa
 - Those whose placement may benefit the school / class group.
- Placements / Work experiences will be allocated on a first come first served basis.

This policy will be discussed with students, together with the ethos of our school and the procedures to be followed during their placement in the school e.g. Child Protection Policy, Code of Behaviour etc. All candidates will be asked to **sign a declaration** (*See Appendix A*)

Co-ordinator

The co-ordinator for work placements (teaching or other educational placements) will be the Principal. Transition Year work experience pupils will report to the Deputy Principal, who will co-ordinate their timetable and activities for the duration of their work experience.

Responsibilities of all those on Teaching Placements:

- a) To respect a code of confidentiality at all times.
- b) To carry out the duties and instructions given by class teacher.
- c) To plan and prepare appropriately for lessons to be taught, in consultation with the class teacher – to have relevant paper work & resources completed and gathered before the commencement of teaching.
- d) To ensure that classroom management approach is consistent with that of the class teacher & ensure the school's code of behaviour is adhered to.

- e) To respect school resources such as photocopier, computers, laminators etc and use them in a judicious way, as teaching aids and not for personal use.
- f) To exercise friendliness and courtesy to help and maintain a good working atmosphere.
- g) To arrive punctually, to take break at allotted times etc; to sign in and out at the school office each day; to contact the school if they are unable to attend, or will be late.
- h) To be dressed appropriately and neatly.
- i) To ensure that mobile phones are switched off during the school day.
- j) To report all accidents and incidents to the class teacher.
- k) To be aware of the Fire Procedure, Child Protection Policy and the School Code of Behaviour, Acceptable Usage of the Internet Policy etc.
- l) To present any reports/course work being completed relating to the teaching placement to the principal, in advance of teaching placement (title & format) and upon completion of said report. (This is to ensure that the school or any of its pupils are not identifiable).

Responsibilities of all those on TY work experience/other placement:

- a) To respect a code of confidentiality at all times.
- b) To carry out the duties and instructions given by class teacher and other staff.
- c) To work, at the discretion of the class teacher, with small groups of children.
- d) To exercise friendliness and courtesy to help and maintain a good working atmosphere.
- e) To arrive punctually & to take break at allotted times etc. To sign in and out at the school office each day; to contact the school if they are unable to attend, or will be late.
- f) To respect school resources such as photocopier, computers, laminators etc and use them in a judicious way, as teaching aids and not for personal use.
- g) To ensure that mobile phones are switched off during the school day.
- h) To be dressed appropriately and neatly.
- i) To report all accidents and incidents to the class teacher.
- j) To be aware of the Fire Procedure, Child Protection Policy and the School Code of Behaviour, Acceptable Usage Policy etc.
- k) To present any reports/course work being completed relating to the placement to the principal, in advance of work experience (title & format) and upon completion of said report. (This is to ensure that the school or any of its pupils are not identifiable).

Possible Duties of TY work experience students / other work placements:

Under the supervision of the class teacher and at his/her discretion, the student may be asked to undertake some of the following:

- Work with individual children / small groups of children on scheduled activities
- Assist in setting out and preparing equipment, or in clearing up and putting away same.
- Reading aloud to a small group of children
- Accompanying a small group of children to another location (office, resource room etc.)
- Organising resources; Photocopying; Shredding; Printing; Typing; Laminating

Further Information

- All members of staff, pupils and the school community should be treated with courtesy and respect. Equally members of staff are required to treat students with courtesy and respect and to guide and mentor them as applicable.

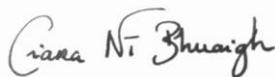
- Confidentiality in relation to all matters relating to teachers, SNAs, ancillary staff, pupils and the organisation and administration of the school is an essential pre-requisite for students on any type of work placement. Breaches of confidentiality in relation to the school will be treated with the utmost seriousness.
- All student teachers are expected to behave in a professional manner at all times, to abide by Scoil Barra Naofa's Child Protection Policy & Code of Behaviour. Any concerns with regards to a student teacher's non compliance with the above will be referred to the Principal. This may be referred to the relevant College of Education, if necessary.
- While the school will always try to facilitate all work experience, including classroom management, the health, safety, wellbeing and education of our pupil's in always paramount. In this respect, a class teacher may interrupt a lesson / work experience moment, if deemed necessary.
- Student teachers, or any student on work experience must consult with the class teacher and/or principal before recording images of children (to ensure parental consent & the purpose required). The school's Acceptable Usage Policy should be referred to when undertaking tasks involving IT.
- In the event of course work or a report being written by the candidate on work experience it would be expected that nothing that could identify the school, or people in it, in a negative light should be written. All such reports/course work should be presented to the principal, in advance of Work Experience

Implementation, Review and Communication

This policy was approved and adopted by the Board of Management in **16th May 2016**. The Board of Management will monitor the implementation of all aspects of this policy and amend as required. The policy will be reviewed, as necessary, in the light of experience. It will be reviewed fully every three years. Any staff member, Board of Management member parent / guardian of a current student, may request a review at any time, and such a request will be dealt with as soon as possible.

Next

Review Date: May 2019

Signed:  (Principal)

Signed:  (Chairperson B.o.M.)

Appendix A

Declaration to be signed by Candidate

I, _____ (print name) have applied for work experience / teaching placement in Scoil Barra Naofa, Monkstown. I have read the 'Work Experience / Teaching Placment' Policy and will provide all the necessary documentation. I agree to abide by the terms set out in the above policy.

Signed: _____

Date: _____