

# **SCOIL NAOMH IOSAF (SNI)**

**Baltinglass, Co. Wicklow**

**Roll No: 20039P**



## **Student Teacher Placement and TY Work Experience Policy**

## **Introduction:**

This policy was developed by the Board of Management following consultations with all members of the school community. The Board of Management and Staff of Scoil Naomh Iosaf are willing to provide opportunities of work experience and school placement for students from the wider school community. This includes students on Transition Year Programmes and students from Colleges of Education.

## **Rational:**

The Board of Management of Scoil Naomh Iosaf acknowledges the following regarding initial teacher education and the role of school placement in this process.

- Positive school placement experiences are critical to ensuring appropriate initial teacher education for all student teachers.
- Close collaboration between schools and Higher Education Colleges is essential to positive and meaningful school placement experiences for student teachers.
- It is desirable that schools host student teachers for placement and, in doing so, provide student teachers with the opportunity to observe teaching and to teach classes independently, in collaboration with suitably qualified practicing teachers.
- In the course of school placement, student teachers require the support of the whole-school community in their journey towards professional competence.
- Hosting student teachers on placement is enriching for the learners in a school, student teachers, co-operating teachers, the wider school community and the Higher Education Institutions (HEIs). In particular, learners benefit from a greater variety of teaching, learning and co-curricular experiences through the structured participation of student teachers in the school. Furthermore, the school gains access to a variety of newer approaches to teaching and learning through its engagement with student teachers and HEI staff.
- HEI placement tutors benefit from partnership experiences with schools and from being in the actual setting of a school during visits to student teachers.

The Board of management and staff are also willing to provide opportunities for transition year work experience for secondary school pupils in the local community.

## **Commitment to Hosting Student Teachers:**

Scoil Naomh Iosaf is committed to hosting student teachers for school placement and, in this context, adopts without modification as part of this school placement policy the Guidelines on School Placement developed by the Teaching Council in consultation with all relevant education partners.

## **Implications for the school hosting student teachers on placement:**

Hosting a student teacher on placement will, inter alia, involve the student teacher observing classes being taught by members of the school's teaching staff. It will also involve student teachers teaching classes, in the first instance, while being observed

and supported by the teacher with primary responsibility for the welfare and educational progress of the class (the co-operating teacher). Then, as the student teacher's competence develops, the student teacher will move to teaching classes independently in line with HEI requirements and the student teacher's particular stage of development on the teaching programme.

### **Scheduling of student teachers on placement**

The principal, or staff members to whom this task is delegated, will allocate student teachers to co-operating teachers and classes, having regard for

- the stage the student teacher is at in his/her initial teacher education programme.
- the particular needs of the learners in a particular class.
- the requirement for the student teacher to experience an appropriate range of placement contexts.
- any special circumstances of which the co-operating teacher has an awareness.

### **Induction of student teachers on placement**

Student teachers will, prior to commencing their placement, be provided with an orientation to the key personnel, ethos and work of the school. This orientation shall involve student teachers being provided with an information pack that will include details of key school policies, in particular the school's Student Code of Behaviour, Child Protection, Health and Safety, Homework and Student Teacher Placement Policies.

### **Supports for the student teacher**

The school community is committed to supporting positively and sensitively the student teacher in accordance with the Guidelines on School Placement developed by the Teaching Council in consultation with all relevant education partners. Furthermore, the school is committed to allocating the student teacher to (an) appropriate co-operating teacher(s) and to the classes essential to him/ her undertaking his/her school placement successfully. The school will also provide the student teacher with the teaching facilities and resources necessary to his/her work during the placement.

### **Continuing professional development for staff involved in supporting/facilitating student teacher placement:**

The Board of Management and the school Leadership Team are committed to promoting and facilitating the participation of school staff in continuing professional development programmes essential to ensuring the successful operation of student teacher placement in the school when these are deemed necessary.

### **Communication of school placement policy to school community**

A copy of the school placement policy is made available to school personnel and the parents association and the policy is readily accessible to parents on request. In particular, a copy of the policy shall be published on the school website (where applicable) and a copy is made available to parents/guardians of all learners enrolling in the school and all new teachers at the point of their employment, either electronically or in hard copy.

### **Conditions for transition year work experience student:**

The school will consider applications for placements from secondary school students seeking work experience as part of the Transition Year programme on a case by case basis, with preference given to past pupils. Applications for transition year work experience should be made in writing to the school principal on our TY Application Form, well in advance of the dates being requested. Students should specify details of the work experience being sought from the relevant school including letters from the school and evidence of insurance. Persons who request a voluntary position in the school, for the purposes of building up work experience, must be Garda vetted in prior to commencing. Students will not be permitted to begin their work experience until the Garda vetting has been presented to the school principal. Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions, dress code and language while in the school must be exemplary and of a professional nature at all times.

### **Role of transition year student:**

The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience. During the work experience, students will;

- Observe and shadow a class teacher.
- Assist the teacher and children in the host classroom.
- Learn about the general running of a primary school.

### **Confidentiality, Discipline and Child Protection:**

- Confidential or private documents should not be read or removed from the school without consent of the school principal.
- School business and procedures should not be discussed outside of school by people engaged in work experience/school placement.
- No written reports/reflections completed during school placement/work experience should indicate the names of individual pupils or teachers (except in neutral terms such as class lists, etc.)
- The teaching staff are responsible for discipline in the school. People on work experience may not discipline children of the school (although students on teaching practice may call the class or individual children to order while they

are teaching). If people on work experience have a concern regarding behaviour, they must report it to a member of the teaching staff.

- If people on work experience have any concerns regarding child protection, they should report it to the Designated Liaison Person or the Deputy DLP.

### Breaks

All people on work experience/placement shall be entitled to a 10 minute break at small break and a 20 minute break at lunch. If the work experience pupil wishes to leave the school at lunch he/she must first provide a note requesting same from his/her parents if under the age of 18. However, given the short period of time provided for breaks students are advised to remain in the school during this time. Student teachers on placement are permitted to use the staffroom during breaks. Transition Year students may use the Servery room off the P.E. hall for their breaks.

### Mobile Phone Use:

Mobile phones may not be used in the school building or on the school yard by student teachers or work experience candidates. The phone should either be turned off and kept in the student teacher/TY student's bag until they leave the school building. Phones may be used during break times.

### Dress Code:

Students on Teaching Practice must dress appropriately, following guidelines in place by their college.

Work experience students are expected to dress respectfully. No leggings or crop tops/jumpers are permitted.

### Review:

This policy was reviewed and ratified by the Board of Management at their meeting on September 26<sup>th</sup> 2023. The policy will be reviewed again in June 2028 or as necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Chairperson, Board of Management*

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Principal/Secretary to the Board of Management*