

Ballybay Central National School

Láirscoil Náisiúnta Béal Átha Beithe

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Athlone
Co. Roscommon
N37RC82

Cill Tuama
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Work Experience/Teaching Placement Policy

Introduction

The Board of Management and staff of Ballybay Central National School are willing to provide opportunities of work experience for student teachers, Transition Year pupils and other categories of students from the wider school community.

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. The Principal Teacher of the school, as an agent of the school 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 Ballybay Central National School is our primary concern
- An awareness of the importance of confidentiality during the time spent in 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 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 18 years)

Teaching Placements (Student Teachers)

Ballybay Central National School welcomes student teachers and recognises its obligation to share best practice in education with student teachers

- With regard to applications for Teaching placements, ordinarily, no more than one student will be facilitated at any one time per class
- Preference will be given where possible to parishioners and in particular, past pupils of the school
- Placements/Work experience will be allocated on a first come, first served basis
- Placements are dependent on teacher's willingness to facilitate a placement in their class
- Fully probated teachers in Ballybay Central National School are eligible to host a student teacher

Transition Year Pupils

- Preference will be given to past pupils of the school and 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 experience might bring to the school/class group. e.g. extra assistance in a classroom for a teacher, when considering extra placements.
- Preference will be given to
 - past pupils of the school
 - those whose placements may benefit the school/class group
- Placements/Work experience will be allocated on a first come, first served basis.

This policy will be discussed with students on placement, 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.

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 the class teacher
- c.) To plan and prepare appropriately for lessons, in consultation with the class teacher-to have relevant paper work and resources completed and gathered before the commencement of teaching
- d.) To ensure that the classroom management approach is consistent with that of the class teacher and 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 foster and maintain a good working atmosphere.
- g.) To arrive punctually, to take breaks at allotted times etc., to sign in and out at the school office each day, to contact the school if 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 Use of the Internet Policy etc.
- l.) To present any reports/course work being completed relating to the teaching placements to the school in advance of teaching placements (title and format) and upon completion of the 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 of Other Placement:

- a.) To respect a code of confidentiality at all times
- b.) To carry out the duties and instructions given by the class teacher and other staff
- c.) To work, at the discretion of the class teacher, with small groups of children
- d.) To exercise professionalism in their contact with children
- e.) To arrive punctually and to take breaks at allotted times etc. 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 Use of the Internet Policy etc.
- k.) To present any reports/course work being completed relating to the teaching placements to the school in advance of teaching placements (title and format) and upon completion of the said report. (This is to ensure that the school or any of its pupils are not identifiable)

Possible Duties of TY Work Experience Students

- Work with individual children/small groups of children on scheduled activities
- Reading to children and listening to reading
- Assist in setting out and preparing equipment, or in clearing up and putting away same.
- Organising resources: Photocopying, shredding, printing, typing, laminating
- Sorting equipment, compiling inventories
- Administrative duties through the office
- Any other work as set by the class teacher/other staff

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 Ballybay Central National School's Child Protection Policy and Code of Behaviour. Any concerns with regard 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.
- 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 and the purpose required). The school's Acceptable Use 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 has been approved and adopted by the Board of Management on 20/10/2021. The Board of Management will monitor the implementation of all aspects of this policy and amend as required. This policy will be reviewed, as necessary, in the light of experience. It will be reviewed fully every five years.

Signed: Ms. Helen O'Toole (Principal)

Signed: Mr. Martin Reidy (Chairperson)

Appendix A

Declaration to be signed by Candidate

I, _____ (print name) have applied for work experience/teaching placement in Ballybay Central National School. I have read the 'Work Experience/Teaching Placement Policy' and will provide all necessary documentation. I agree to abide by the terms set out in the above policy.

Signed: _____

Date: _____