

Kilsheelan NS

Work Experience and Teaching Practice Policy

Introduction

Kilsheelan N.S. welcomes student teachers, transition year students and other categories of student seeking to gain work experience in the school.

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.

The principal 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

Requirements

The following documentation must be furnished by each applicant seeking a work placement in Kilsheelan N.S.

1. Letter of Application complete with details of the work experience being sought and documentation from the relevant school or college
2. Copy of insurance cert from the school or college which the student is attending
3. Copy of Garda Vetting.

Expectations

All categories of student are expected to respect the ethos of the school and to work under the direction of the principal or the teacher to whom they are assigned

- Punctuality is essential for all work experience students. It is important to arrive on time, take breaks at the allotted time and not to leave school before the designated time.
- All members of staff, pupils and the school community should be treated with the utmost courtesy and respect. Failure to abide by this code of behaviour may result in the termination of the work experience placement
- 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, support staff, pupils and the organisation and administration of the school is an essential prerequisite for students on work placements. Breaches of confidentiality in relation to the school will be treated with the utmost seriousness

Student Teachers

Kilsheelan N.S. welcomes student teachers and recognises its obligation to share best practice in education with student teachers.

- Fully probated teachers at Kilsheelan N.S. are eligible to host a student teacher
- Kilsheelan N.S. will host student teachers in accordance with the school's capacity to accommodate them.
- In the event of a high volume of applications for teaching practice placements, priority will be given to former students of the school.
- The accommodation of student teachers is ultimately at the discretion of the principal with a maximum of 2 student teachers being accommodated per year

- Hosting a student teacher is dependent on the willingness and generosity of teachers in the school. No teacher will be obliged to host a student teacher. Teachers may decide, for a variety of reasons, that they are not in a position to host a student at a particular time
- As a general rule, class teachers at Kilsheelan N.S. will only host a student teacher on one occasion per year.
- Infant classes will not be able to accommodate student teachers in September
- All student teachers are expected to behave in a professional manner at all times, to abide by the school's child safeguarding statement and to maintain confidentiality in relation to the pupils, parents and staff at Kilsheelan NS.
- Should it become apparent that the student teacher is not carrying out his/her duties in a professional and satisfactory manner the class teacher is advised to refer the matter to the principal who will bring the matter to the attention of the teaching practice department at the College of Education

Transition Year Students

- Preference will be given to past pupils of Kilsheelan N.S.
- Transition year students work under the direction of the principal or the class teacher to whom they are assigned
- The accommodation of transition year students is ultimately at the discretion of the principal.
- Transition year students will not be allocated work experience if they are under the age of 16.

Review

This policy has been reviewed and updated in January 2020. This policy will be reviewed every five years or as the need arises.

Signed: _____ **Date:** _____
Chairperson Board of Management

Signed: _____ **Date:** _____
Principal