



Dungarvan CBS

Draft Student Teacher Placement Policy

Introduction

School placement is a critical part of initial teacher education and is designed to give the student teacher an opportunity to experience teaching and learning in a real environment, to apply educational theory in a variety of teaching and learning situations and school contexts, and to participate in school life in a way that is structured and supported. This policy outlines the procedures to be followed to ensure the process works for everyone's benefit.

Role of the Student Teacher

Student Teachers are expected to take a proactive approach to their own learning and to participate constructively in a broad range of placement experiences. They are expected to engage fully in school life and seek and avail of opportunities to observe and work alongside other teachers. The school community expects that the Student Teacher will engage with it in a respectful and courteous manner having due regard for the values and standards set out in the various school policies.

Placement

- Request from 3rd Level Institution should be sent to Principal, Deputy Principal.
- Sanction should be sought from Principal by the Deputy Principal.
- Deputy Principal should consult with relevant teachers.
- Classes should be allocated to student teacher by Deputy Principal in consultation with the Co-operating Teacher.
- Student Teachers should never be allocated 3rd or 6th Year classes.
- The Deputy Principal should meet with the Student Teacher prior to the commencement of placement.
- In consultation with the Principal and relevant subject teachers the Deputy Principal will prepare a timetable for the Student Teacher and give a copy to the Principal & relevant teachers.
- The Deputy Principal will organise a formal meeting with the Student Teacher prior to commencement of placement.
- The Deputy Principal will familiarise Student Teacher with ePortal.
- The Deputy Principal will furnish Student Teacher with relevant material including: -
 - Timetable.
 - Map of the school.
 - Names of Year Heads and relevant room numbers.
 - Child Protection Guidelines & Policy.
 - Relevant policies- which are available on school website, www.dungarvancbs.com
 - Relevant Procedures- financial procedures, changing class, absence for school activity, booking school facilities, procedure for certified / self-certified sick leave, procedure for referring students to the Year Head/ Student Support Team, procedures for supervising exams, Games procedures etc.

Procedure to be Followed

- The Co-operating Teacher must remain on school premises when Student Teacher is in his\her classes unless otherwise agreed with Principal.
- The Co-operating Teacher should introduce the Student Teacher to the class and outline the plan of work for the class. He/she should ensure that the Student Teacher is familiar with class rules/ procedures/ePortal/VSware etc.
- The Co-operating Teacher should remain in room for initial classes, if appropriate.
- The Co-operating Teacher should afford the Student Teacher opportunities to observe his\her teaching and should observe the Student Teacher's teaching and give feedback to him/her.
- The Co-operating Teacher should work collaboratively with the Student Teacher, the college/university placement Tutor and the school Principal and bring any concerns regarding the Student Teacher's practice or professional conduct to the attention of the Principal.
- The Co-operating Teacher should furnish report to 3rd level institutions on request.
- Student Teachers should never meet with parents on their own without prior approval of Principal.

Responsibility

- Co-operating Teacher retains primary responsibility for the progress of the pupils. He/she should be available to meet with parents in relation to a child's progress.