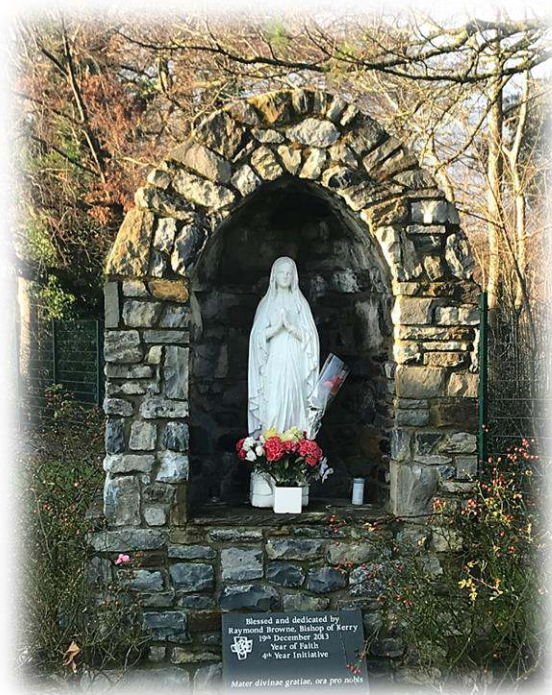




**PRESENTATION
SECONDARY SCHOOL TRALEE**

COURTESY FRIENDLINESS CO-OPERATION

Student Teacher Placement Policy



Reviewed	Ratified by the Board of Management	Review date
November 2020	February 2021	January 2023
January 2019	February 2019	January 2021

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
- Sanction should be sought from Principal by the student teacher
- Principal should consult with Co-ordinator of Teaching
- Classes should be allocated to student teacher by Co-ordinator of Teaching in consultation with the co-operating teachers
- Student teachers should not be allocated 3rd or 6th Year classes (excluding non-exam classes)
- The Co-ordinator of Teaching will meet with the student teacher(s) prior to the commencement of placement
- The cooperating teacher(s) will organise a formal meeting with the student teacher prior to commencement of placement
- The student teacher will be given access to the school's Learning Platform Microsoft365 and all the associated applications. This platform will be used only for internal school communication.
- The Deputy Principal will familiarise the student teacher with VSware.
- The Co-ordinator of Teaching will furnish student teachers with relevant material including:
 - Timetable
 - Map of the school
 - Staff Induction Book

- Names of class teachers and relevant room numbers
- Child Protection Guidelines & Policy
- Relevant policies
- Relevant Procedures

Procedures to be followed

- The Co-operating subject teacher should introduce the student teacher to the class and outline the plan of work for the class. S/he should ensure that the student teacher is familiar with class rules/procedures/VSware etc.
- The Co-operating subject teacher should remain in room for initial classes
 - The Co-operating subject teacher must remain on school premises when student teacher is in his\her classes unless otherwise agreed with Principal
 - The Co-operating subject 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, the Co-ordinator of Teaching 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 at all on their own without prior approval of Principal

Responsibilities

- Co-operating subject teacher retains primary responsibility for the progress of the pupils. S/he should be available to meet with parents in relation to a child's progress.