

***Meánscoil na mBráithre Críostaí, Cill Chainnigh***  
**Christian Brothers Secondary School, Kilkenny.**

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## STUDENT TEACHER PLACEMENT POLICY June 2018

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The school is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement**

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

### **Ethos**

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

## **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, apply educational theory in a variety of teaching and learning situations and school contexts, and 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 to the benefit of all members of the school community.

## **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 to seek and avail of opportunities to observe and work alongside other teachers. The school community expects that the student teacher will engage in a respectful and courteous manner having due regard for the values and standards set out in the school's mission statement and policies.

## **Procedures to be followed by Student Teacher, Cooperating Teacher and Relevant Post-Holder**

- Send request from third level teacher training college to the principal
- Sanction should be sought from principal by the student teacher
- Student teachers will be interviewed by the principal where vacancies arise
- Principal should consult with relevant cooperating teachers
- Classes will be allocated to student teacher by principal in consultation with the cooperating teacher(s)
- The principal will meet with the student teacher prior to the commencement of placement
- In consultation with the principal, appropriate post holder and subject teachers, an appropriate staff induction programme will be implemented
- The relevant post-holder will be responsible for the introduction, successful induction and mentoring of the student teacher.
- The relevant post holder will ensure that the student teacher is familiar with VSware and all relevant school policies. A useful checklist is provided in the Teaching Staff Induction Policy and is included in Appendix A of this document.
- Student teachers must never meet with parents/guardians on their own without prior approval from the principal.
- The cooperating teacher should introduce the student teacher to the class and outline the plan of work for the class
- The cooperating teacher should remain in the classroom for initial classes if appropriate
- The cooperating teacher should afford the student teacher opportunities to observe

- him/her teaching and should observe the student teacher teaching and give feedback to him/her
- The cooperating teacher should work collaboratively with the student teacher and the school principal and bring any concerns regarding the student teacher's practice or professional conduct to the attention of the principal
  - The cooperating teacher retains primary responsibility for the progress of students. He/she should be available to meet with parents/guardians in relation to a student.
  - The cooperating teacher should be on school premises when the student teacher is taking his/her class unless prior permission has been given by the principal.

### **APPROVAL**

This policy has been approved by CBS Kilkenny Board of Management.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_

## APPENDIX A

### Induction Checklist

The following list is not exhaustive, but provides comprehensive guidelines for the Management Team, the Advisory Teacher and the New Teacher. It lists specific areas within CBS Kilkenny which may represent unnecessary hurdles for a New Teacher if left unaddressed. It is the responsibility of the three partners in this policy (Management Team, Advisory Teacher and New Teacher) to ensure that these areas are addressed as soon as possible, to the satisfaction of each party

- Meet with Principal, Deputy Principal, School Secretaries, Caretakers, SNAs, Subject Department Convenor
- To be familiar with Teacher Handbook (includes Mission Statement, Ethos, Code of Behaviour, School Rules, Child Safeguarding Statement, School Improvement Plan, list of Tutors, Year Heads, Non-Teaching Staff, Student Council, Parent Council)
- Provide full class lists and historical data where possible
- Tour of facilities
- Map of facilities
- Access to textbooks and resources from various publishers
- Introduce to staff across all subjects, but particularly in the teaching subject of the new entrant and attending SNAs
- Informed by Career Guidance Department and Special Educational Needs (SEN) team of students with personal and learning difficulties
- Informed ref: car parking, yard supervision, acquisition of gate- door- and classroom keys, alarm code, school trips, email address, Health & Safety (Fire evacuation), one-way stairs system, school lift, School timetable, Personal timetable, subject department plans, photocopying, substitute claim form, supervision and substitution roster, after-school study, results input, IT issues.
- Informed ref students with medical conditions and the appropriate procedures which need to be followed, location of defibrillator and a list of staff trained in its use.
- Add to “teachers” and departmental email group
- Appropriate communication with parents/guardians and use of student diary
- Inform New Teacher regarding VShare (login, attendance, results input, behavioural, attendance and academic reports), data projector/PC/Visualiser etc., website/social media handles
- Provide information regarding: specialist room safety and security, school policies in shared drive, Child Protection Guidelines, provision of personal locker
- Format of parent teacher meetings
- Inform regarding day to day procedures for behaviour management and reporting structures for indiscipline
- Refer New Teacher to [www.asti.ie](http://www.asti.ie) for up-to-date information on employment terms and conditions
- Computer Room: Booking system, etiquette, AUP and behaviour management.