



Knocknacarra Educate Together
National School

Work Experience and Student Teacher Policy

This policy has been formulated by Knocknacarra ETNS to establish guidelines and procedures related to accommodating individuals who will complete a training placement or student teaching period in the school community.

Original Ratification: 2017

Reviewed: 2021, 2025

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Introduction and Rationale:

Knocknacarra Educate Together NS welcomes trainee teachers, transition-year pupils, volunteers from other countries completing overseas work placements and other categories of students completing courses in early childhood studies and childcare who come to the school to gain work experience and fulfil qualification requirements. Such individuals, while benefitting from the experience, also make a commendable contribution to the school community. This policy endeavours to ensure that such individuals will receive the support and guidance required to make their experience meaningful and to ensure the schools' high standards are maintained and that the welfare of the children in the school is prioritised. This is a revised version of the original policy ratified by the Board of Management in 2017 and reviewed in 2021 and 2025.

Aims and Objectives:

- To identify the process for applying to the school as well as criteria used to determine if an individual's request for a placement can be accommodated.
- To establish expectations and roles for both staff members and individuals on placement.
- To clarify the information that will be communicated to individuals on placement as well as protocols for support provided by staff members.

Procedures:

Applying for Placements

Applications for work experience should be made by email to the principal at matt@ketns.ie. Before placement can begin the following documentation is required.

- Letter of application, outlining details (dates, duration etc.) of work experience requested and furnishing any information and documents from the institution that the student attends.
- A copy of the insurance indemnification from the student's institution, if appropriate.
- A copy of the recent Garda Vetting certificate (relevant for those over the age of 18 years) as well as a passport or driver's license and a current utility bill with an address that matches the certificate. The certificate must be less than two years old. If Garda Vetting has not been completed, this will be required and completed with the support of the school patron. See the Garda Vetting Policy to read more about Garda Vetting requirements.

Placements will be allocated on a first-come first-served basis, and approval is dependent on a teacher's willingness to facilitate a placement in her or his class.

General Placement Guidelines

- This policy will be discussed with individuals on placement, together with the ethos of our school and the procedures to be followed, particularly the Child Safeguarding Statement, the Code of Behaviour and the Health and Safety Policy. Student teachers will also be required to read the Internet Acceptable Use Policy and the curriculum documents in the school plan. All candidates must sign a declaration (see Appendix A) confirming they have received and read these policies.
- Any concerns with regards to non-compliance with school policy will be referred to the principal. This may be referred to the relevant institution or organisation, if necessary.
- Confidentiality in relation to all matters relating to teachers, SNAs, ancillary staff, pupils and the organisation and administration of the school is an essential requirement for anyone completing a placement in the school. Breaches of confidentiality will be treated with the utmost seriousness.

- Anyone on placement must consult with the class teacher and/or principal before recording images of children (to ensure parental consent & the purpose required). The school's Internet Acceptable Usage 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, nothing that could identify any individuals in the school community should be written, and all relevant identifying details should be anonymised. All reports should respect data protection regulations. Names of individual children should not be used.
- Furthermore, with regard to taking photographs, specific permission will be sought, in line with the school's photography. Such pictures are for professional purposes only and may not be used on any social media or for other personal reasons.

Teaching Placements (Student Teachers)

The school welcomes student teachers and recognises its obligation to share best practice in education with student teachers as well as the knowledge gained among staff members in working with, learning from and supporting trainee teachers.

- No more than one student teacher will be facilitated at any one time per class, and a class will only have a student teacher once per academic year.
- No teacher will be obliged to host a student teacher. Only fully probated teachers are eligible to host a student teacher.
- Prior to agreeing to offer a placement, the trainee candidate will be informally interviewed by the principal and host teacher.

Trainee teachers on teaching Placement are expected to:

- Respect confidentiality.
- Carry out the duties and instructions given by class teacher.
- Plan appropriately for lessons to be taught, in consultation with the class teacher, and to have relevant paperwork & resources completed and gathered before the commencement of teaching.
- Ensure that classroom management approach is consistent with that of the class teacher and follow the school's Code of Behaviour.
- Respect school resources such as photocopier, computers and laminators and use them in a judicious way, as teaching aids and not for personal use. Student teachers are never expected to pay costs of essential teaching materials and may submit receipts, as appropriate, for reimbursement, with prior approval from the principal.
- Exercise friendliness and courtesy to help and maintain a good working atmosphere.
- Arrive punctually, take breaks at allotted times and contact the school if she or he is unable to attend or will be late.
- Ensure that mobile phones are used appropriately.
- Report all accidents and incidents to the class teacher.
- Be aware of the Health and Safety Policy (including the fire procedures), Child Safeguarding Statement, School Code of Behaviour, Internet Acceptable Usage Policy and curriculum plans.
- Present planning notes to host teachers.

For teachers who have work experience students in their class, they should:

- Inform the student of tasks to complete within the class with clear guidelines, ensuring that the curriculum plans continue to be met.

- Meet daily with the student teacher to review lessons, provide informal feedback, make helpful suggestions and answer questions.
- Be mindful that class contact time for work experience students is important, ensuring that student teachers receive the full experience of the teaching profession.
- Liaise with the principal and supervisors from teacher training colleges, as required, regarding the student teacher's progress.
- The host teacher will always be present during lessons and retains ultimate responsibility for the pupils' health, safety and well-being. Therefore, the host teacher may interrupt a lesson, if deemed necessary.
- Incorporate the lessons and objectives taught by the student teacher in the Cuntas Míosúil.

Transition-Year Pupils and Other Work Placements

Normally, no more than one person will be facilitated at any one time per class. Individuals on placement will always work under the direction and in the presence of a staff member.

Responsibilities of all those on work placement:

- Respect confidentiality at all times.
- Carry out the duties and instructions given by class teacher and other staff.
- Exercise professionalism in their contact with the children.
- Arrive punctually and take break at allotted times and contact the school if they are unable to attend or will be late.
- Respect school resources.
- Report all accidents and incidents to the class teacher.
- Be aware of the Health and Safety Policy, Child Protection Policy and Code of Behaviour.

Under the supervision of the class teacher and at his/her discretion, individuals completing work placement may be asked to undertake some of the following:

- Work with individual children or small groups on scheduled activities.
- Read to children and listen to reading.
- Assist in setting out and preparing equipment or in clearing up and putting away same.
- Sort equipment and compile inventories.
- Carry out administrative duties through the office.
- Complete any other work as set by class teacher or other staff.

Ratification and Communication:

This policy was reviewed and ratified on the date below. The policy will be distributed to all individuals prior to the commencement of the placement and will be available electronically for access at any time. It will be reviewed as necessary but no later than 2028.

Paul Adams, chairperson

Date of ratification: 24/03/2025

Appendix A: Receipt and Acceptance of School Policies

Confirmation of Receipt and Agreement to Abide by School Policy

I, _____, have received an electronic copy of the policies listed below, have read them and agree to abide by them during the duration of my placement at Knocknacarra Educate Together NS.

- Child Safeguarding Statement
- Health and Safety Policy
- Code of Behaviour
- Internet Acceptable Usage Policy
- Curriculum Plans (student teachers only)

Signature of placement applicant

Date