

Student Teachers Work Experience Policy

Our Lady's Secondary School.

Introductory statement

This purpose of this policy is to provide a coherent framework for dealing with requests from Colleges of Education and from individuals for teaching practice and work experience placements.

Rationale

The purpose of this policy is to :

- Provide clear guidelines for management , teachers and student teachers in relation to teaching practice and work experience placements.
- Maintain high standards of teaching and learning during all student teacher placements.
- To provide a quality learning experience for student teachers on placement in the school

Aims

1. To provide an opportunity for student teachers to gain valuable experience in a real work environment under the guidance of experienced teachers
2. To facilitate a controlled exchange of teaching methodologies and skills
3. To enable students of the school to experience alternative teaching strategies

Relationship with School Ethos

All student teachers are supplied with a copy of the school's Mission Statement, Guidelines for Student Teachers and the Staff Information Booklet to enable them to gain an understanding of the characteristic spirit and day to day operation of the school

Implementation Procedure

- All students must carefully read and follow the "Code of Practice for Student Teachers at Our Lady's Secondary School".
- No student teacher will be accepted in the first three weeks or the last three weeks of term
- All requests for placement must be made in writing and accompanied by a c.v.

- No student will be accepted for teaching practice without being interviewed by the Principal, Deputy or head of the relevant subject Department.
- A maximum of four student teachers will be accepted in the school during any school term.
- No teaching group will have more than one student teacher in the course of a school year.
- The school will endeavour to accommodate student teachers in different subject areas on a rotational basis to ensure that no teacher or group of teachers are inconvenienced disproportionately.
- At the end of each placement, an evaluation form will be completed by the Principal/Deputy in consultation with the relevant class teacher (s)
- Relevant class teachers will be consulted at least three weeks before the commencement of any class placement.
- All student teachers work under the guidance of the class teacher on a specific programme of work agreed in advance of the placement with the subject teacher.

Success Criteria

1. Positive feedback from teachers, students and parents
2. Evaluation forms to be completed by the Principal/Deputy in consultation with class teachers and subject Department co-ordinator.
3. Positive learning outcomes for student teachers, students and class teachers.
4. Integration and communication with permanent staff members.
5. A positive contribution to the extra-curricular programme of the school.