



**Davitt College,**

## **Student Teacher Placement Policy**

**Formulated:** January 2021

**Ratified by BOM:** 6<sup>th</sup> May 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 for the attention of the Principal
- Sanction for placement should be sought from Principal by the student teacher
- Classes should be allocated to student teacher by the subject department head in consultation with the co-operating teachers
- Student teachers should not be allocated 3rd or 6th Year classes (excluding non-exam classes)
- The Deputy Principal will meet with the student teacher(s) prior to the commencement of placement
- The co-operating teacher(s) will organise a formal meeting with the student teacher prior to commencement of placement
- The Deputy Principal will familiarise the student teacher with VShare
- The Deputy Principal 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

### **Responsibilities of the Co-operating Teacher(s):**

- 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 the classroom for the initial two weeks of classes and observe the student teacher's teaching and give feedback to him/her
- The Co-operating subject teacher must remain on school premises when a 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
- 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 on their own without prior approval of Principal
- Co-operating subject teacher retains primary responsibility for the progress of the pupils. S/he should be available to correspond with parents in relation to a child's progress.

### **Placement during periods of Remote Learning**

- The student teacher will be allocated a MSLETB email address for the duration of the placement and it will then be deactivated upon completion.
- The Co-operating teacher should ensure that the student teacher is added to the online classes in MS Teams with the MSLETB email address only.
- For security and safety purposes, **co-operating teachers must be present in all online classes with the student teacher**