

St. Columba's College Stranorlar



Student Teacher PME Placement Policy

December 2023

Mission Statement

St. Columba's College is a Mercy Catholic Voluntary Secondary School within the CEIST Trust and is committed to 'The pursuit of excellence in a caring environment'.

Introduction

The Board of Management of St. Columba's College acknowledges the following regarding initial teacher education and the role of school placement in this process.

- Positive school placement experiences are critical to ensuring appropriate initial teacher education for all student teachers.
- Close collaboration between schools and Higher Education Institutes (HEI's) is essential to positive and meaningful school placement experiences for student teachers.
- It is desirable that schools host student teachers for placement and, in doing so, provide student teachers with the opportunity to observe teaching and to teach classes independently, in collaboration with suitably qualified practicing teachers.
- In the course of school placement, student teachers require the support of the whole-school community in their journey towards professional competence.
- Hosting student teachers on placement is enriching for the learners in a school, student teachers, co-operating teachers, the wider school community and HEIs. In particular, learners benefit from a greater variety of teaching, learning and co-curricular experiences through the structured participation of student teachers in the school. Furthermore, the school gains access to a variety of newer approaches to teaching and learning through its engagement with student teachers and HEI staff.
- HEI placement tutors benefit from partnership experiences with schools and from being in the actual setting of a school during visits to student teachers.

Commitment to hosting student teachers

St. Columba's College is committed to hosting student teachers for school placement and, in this context, adopts as part of this school placement policy the Guidelines on School Placement developed by the Teaching Council in consultation with all relevant education partners. In drawing up this policy, the welfare and educational needs of the pupils shall take precedence over all other considerations. Requests for placements will be considered on a 'first come, first serve' basis. Consideration will be given to the number of requests that can be accommodated in each subject department area. Guidelines are two per subject area and ten in total each year.

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 in a respectful and courteous manner having due regard for the values and standards set out in the various school policies.

Student teachers should be aware of the Codes of Professional Conduct for Teachers 2016

<https://www.teachingcouncil.ie/assets/uploads/2023/09/code-of-professional-conduct-for-teachers1.pdf>

and Guidelines for School Placement 2021

<https://www.teachingcouncil.ie/assets/uploads/2023/08/school-placement-guidelines-updated-march-2022.pdf>

Placement

- Request from 3rd Level Institution should be sent to Principal/ PME Coordinator
- Sanction should be sought from the Principal by the PME Coordinator before informing the student teacher
- Principal/ PME Coordinator should consult with relevant subject teachers
- Classes should be allocated to student teacher by PME Coordinator in consultation with the co-operating teacher
- Student teachers should not be allocated 3rd or 6th Year classes (excluding non-exam classes)
- The PME Coordinator will communicate with the student teacher(s) prior to the commencement of placement
- The PME Coordinator in consultation with the Cooperating teacher(s), will prepare a timetable for the student teacher
- The PME Coordinator and cooperating teacher(s) will organise a meeting with the Student teacher prior to commencement of placement
- The Cooperating teacher(s) will familiarise student teacher with VSWare
- The PME Coordinator will furnish student teachers with PME Induction Pack including:
 - ✓ Timetable
 - ✓ Map of the school
 - ✓ Calendar of events
 - ✓ PME Checklist and Agreement
 - ✓ PME Induction Pack
 - ✓ Names of class teachers and relevant rooms
 - ✓ Child Protection Guidelines & Policy

- ✓ Homework Policy, Attendance Policy, Health & Safety Statement, School Tours Policy, Code of Behaviour, Anti Bullying, Dignity in the Workplace etc.
- ✓ Relevant School Procedures - Changing class, absence for school activity, booking school facilities, procedure for certified / self-certified sick leave, procedure for referring students to the class teachers, procedures for supervising exams etc.

Procedures to be followed

- The cooperating teacher must remain on school premises when student teacher is in his\her classes unless otherwise agreed with Principal
- The cooperating 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/VS Ware etc.
- The cooperating 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 cooperating teacher should work collaboratively with the student teacher, the college/university placement tutor, the PME Coordinator 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 should furnish report to 3rd level institutions on request
- Student teachers should never meet with parents on their own without prior approval of Principal
- Student teachers should avail of any opportunity to partake in Parent-Teacher Meetings alongside the Subject Teacher if considered appropriate.
- Cooperating 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.

Continuing professional development for staff involved in supporting/facilitating student teacher placement

The school management authority and the school's senior management are committed to promoting and facilitating the participation of school staff in continuing professional development programmes essential to ensuring the successful operation of student teacher placement in the school.

Communication of school placement policy to school community

A copy of the Student Teacher PME placement policy is made available to school personnel and the Parents Council and the policy is readily accessible to parents on request. In particular, a copy of the policy shall be

published on the school website and a copy is made available to parents/guardians of all learners enrolling in the school and all new teachers at the point of their employment.

Policy reviews

This policy will be reviewed by the school management authority periodically.

Date of policy adoption

This Policy was ratified by the Board of Management of St. Columba's College on 7th December 2024.

Signed: P. J. H. Gowen

Date: 07/12/2023

Chairperson, Board of Management

Signed: John Rowan

Date: 07/12/2023

Principal