

Information for Co-operating Teachers

**Please read in conjunction with our leaflet
Supporting the Student Teacher on Placement.**

Thank you for making your class available to MIC student/s for this placement. The College is most appreciative of co-operating teachers who accept student teachers into their classes and of the guidance and support provided to them. I hope that they will make every effort to make it a worthwhile and enjoyable experience for the pupils, themselves and for you. This information is provided to you as an indication of general guidelines provided to students and is provided solely for your information.

Each placement combines class observation and assisting, teaching and whole-school undertakings differently, depending on the Year group. The student will discuss all aspects of the **Placement Schedule** with you at the beginning of the placement.

Professional Approach: Students are expected to be professional in their approach to Placement, not only in terms of planning and preparation but also in terms of punctuality, deportment and interaction with all school personnel. Students have been requested to present themselves in a manner appropriate to the school setting and in keeping with the school ethos and norms. Students have been requested to switch off mobile phones during class time. They have been requested to clarify photocopying arrangements and have been requested not to ask you, the class teacher, to photocopy materials. Students should discuss the use of all class materials and school facilities with you.

Providing feedback to students: Our students receive valuable and constructive informal feedback from teachers on all placements and this is most re-assuring for students. As a host teacher you are welcome to observe and provide feedback to the students. Students have been asked to be receptive of such advice, when offered. To assist your provision of informal feedback to students, please refer to our *Supporting the Student Teacher on Placement* leaflet which provides guidance on providing feedback to students. Your feedback is given in a voluntary capacity and is provided to improve the capability of the student and consequently the pupils' learning and is not related to assessment of the student. Above all, any feedback provided should be affirming and constructive.

MIC regards the teaching and learning discussions between teachers and students to be valuable and deserving of recognition in the spirit of the Teaching Council's Cosán policy.

Thank you again for facilitating our students and for your co-operation with School Placement.

Contact us on:
schoolplacement@mic.ul.ie

Supervision: Typically students receive a minimum of three visits on a placement. Team supervision is conducted on the Extended Placements. The tutor will use the following headings to guide the discussion with the student: **Planning and Preparation, Classroom Management, Strategies for Teaching and Learning, Assessment and Evaluation, Personal Qualities and Professionalism.** As the pupils' welfare and learning is the central concern on placement, please bring any noteworthy issues of professional competence to the attention of the tutor and/or principal as you deem appropriate.

School Placement
Mary Immaculate College
South Circular Road, Limerick
T: +353 61 204532
E: schoolplacement@mic.ul.ie



Léigh, led'thoil, i dteannta lenár mbileog Ag tacú leis an ábhar-oide ar Thaithí Scoile

Go raibh maith agat as ucht suíomh a thabhairt id'rang don mhac léinn/dona mic léinn tabhairt faoin Socrúchán Scoile seo leat. Tá an Coláiste an-bhuíoch do mhúinteoirí atá in ann suíomh a chur ar fáil do mhic léinn agus as ucht na tacaíochta de gach saghas a tugtar dóibh. Tá súil agam go ndéanfaidh siad a ndícheall ionas go mbeidh an tréimhse taitneamhach agus tairbheach do na páistí, dóibh féin agus duitse. Cuirtear an bhileog seo chugat mar sampla de na treoracha a tugtar do na mic léinn agus is ar mhaithe led' eolas amháin a chuirtear chugat í.

Bíonn breathnóireacht, tacú leis an rang, ag múineadh an ranga mar aon le hobair timpeall na scoile mar chuid de gach socrúchán scoile. Pléifidh an mac léinn gach ghné de **Sceideal an tsocrúcháin** leat ag tús an tsocrúcháin.

Cur Chuige Gairmiúil: Ba chóir go dtabharfadh mic léinn faoi gach ghné den tsocrúcháin ar bhonn gairmiúil, ní hamháin ó thaobh na pleanála agus an teagaisc de, ach ó thaobh na poncúlachta agus an chaidrimh le muintir na scoile de chomh maith. Ba chóir go bpléifidh siad le gach duine ar fhoireann na scoile go cúirtéiseach agus go gairmiúil agus é soiléir ón a n-iompar go dtuigeann siad go bhfuil an scoil ag feidhmiú mar éascaitheoir an tsocrúcháin scoile. Iarrtar ar mhic léinn a bheith cinnte go gcuireann said fhéin i láthair ar bhonn atá oiriúnach don láthair scoile agus atá ar aon dul le héiteas agus le noirm na scoile. Tá sé ráite leis na mic léinn na fóin phóca a mhúchadh agus iad i mbun ranga. Iarrtar orthu gan iarradh ar an múinteoir ranga ábhair a ollrú dóibh agus na socrúithe atá déanta acu féin chun ábhair a ollrú a chur in iúl duit. Pléifidh siad úsáid gach ábhair ranga agus áiseanna scoile leatsa.

Aiseolas a thabhairt do mhic léinn: Faigheann ár mic léinn aiseolas neamhfhoirmeálta luachmhar agus cabhrach ó mhúinteoirí ar gach socrúchán scoile agus is mór an chabhair dóibh é. Mar óstmhúinteoir cuirfead fáilte romhat breathnú ar na mic léinn agus aiseolas a thabhairt dóibh. Iarrtar ar na mic léinn fáilte a chur roimh aiseolas den tsaghas seo nuair a chuirtear ar fáil é. Chun cabhrú leat aiseolas neamhfhoirmeálta a thabhairt do mhic léinn, déan tagairt, led' thoil, don mbileog *Ag tacú leis an ábhar-oide ar Thaithí Scoile* ina bhfuil treoracha faoi aiseolas a thabhairt do mhic léinn. Is ar bhonn deonach a tugtar an chomhairle seo agus is ar mhaithe le feabhas a chur ar inniúlacht an mhic léinn agus ar fhoghlaim an dhalta dá réir a tugtar é agus ní bhaineann sé le measúnú an mhic léinn. Thar aon rud eile, ba cheart go mbeadh aiseolas dearfach agus cabhrach.

Tá CMgS den tuairim go bhfuil luach ag baint le haon phlé ar theagasc agus ar fhoghlaim a déantar idir na múinteoirí agus na mic léinn agus ba cheart aitheantas a thabhairt don bplé seo de réir mheon bheartais 'Cosán' de chuid na Comhairle Múinteoireachta.

Táimid thar a bheith buíoch díot as ucht a bheith sásta ár mic léinn a thógáil ar Shocrúchán Scoile agus as ucht do chomhoibriú leanúnach linn. Déan teagmháil linn:
schoolplacement@mic.ul.ie

Socrúchán Scoile,
 Coláiste Mhuire gan Smál,
 An Cuarbhóthar Theas, Luimneach.
 Guthán: +353 61 204532
 Rphost: schoolplacement@mic.ul.ie

Feitheoireacht - Gheobhaidh mic léinn ar a laghad trí chuairt ó fheitheoir. Déantar Feitheoireacht Foirne ar na Socrúcháin Leathnaithe. Bainfidh an feitheoir úsáid as na ceannteidil seo a leanas chun an plé leis an mac léinn a threorú: **Pleanáil agus Ullmhúchán, Bainistíocht Ranga, Straitéis do Theagasc agus d'Fhoghlaim, Measúnacht agus Meastóireacht agus Cáilíochtaí Pearsanta agus Gairmiúlacht.** Toisc gurab iad leas agus foghlaim na ndaltaí príomhchúraimí an tsocrúcháin, ardaigh aon cheisteanna suntasacha a thagann chun solais maidir le hinniúlacht ghairmiúil leis an teagascóir agus/nó leis an bPríomhoide de réir mar is cuí.

