

## Professional Placement 2 Feb. 13<sup>th</sup>/20<sup>th</sup> and Feb. 27<sup>th</sup> – March 10<sup>th</sup> 2023

### Placement Explanatory Note

A Mhúinteoir, a chara,

Thank you for making your class available to First Year students for their first placement. The College is most appreciative of your willingness to take her into your class, especially at this time, and of the guidance and support you offer to her. I hope that they will make every effort to make it a worthwhile and enjoyable experience for the pupils, and that they will experience the success and affirmation that her efforts merit. This information is provided to you as an indication of general guidelines provided to students and is provided solely for your information.

The **Teaching Schedule** outlines what the student teaches each day, beginning with observation and assisting days (Feb. 13<sup>th</sup> and 20<sup>th</sup>) and then teaching two lessons each day. Students are required to teach all lessons but you may request them to alter the schedule to suit your class timetable.

**Consultation and Observation Portfolio:** To enable them to get to know the class they have a number of **Observation tasks** to complete and students have been asked to discuss them with you before and after completing them (on Feb. 13<sup>th</sup> & 20<sup>th</sup>). The **Consultation document** lists each curriculum area on the teaching schedule and students have been asked to plan in accordance with your requests - they will discuss this document with you on the 13<sup>th</sup>/20<sup>th</sup>.

**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 are expected to interact professionally with you, the class teacher, from whom they should be open to seeking and receiving guidance. 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 are requested to clarify photocopying arrangements and have been asked **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 them. As a Treoirí (the Teaching Council's new word for co-operating teacher) you are welcome to observe and provide feedback to the student. She have been asked to be receptive of such advice, when offered. To assist your provision of feedback to students, guidance on observation and feedback is enclosed. 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. I would like to stress that, while desirable, it is not a requirement that teachers provide feedback to students. Students complete a *Self-Evaluation and Assisted Lesson Review* daily from March 1<sup>st</sup> and are asked to discuss this with you.

**Supervision:** The tutor will conduct two visits from March 1<sup>st</sup> – 10<sup>th</sup> and I hope that you will be able to facilitate these visits. The Year One placement continues to be graded on a Pass/Fail basis. The tutor will use the following headings to guide the discussion with the student: *Personal Qualities and Professionalism, Planning and Preparation, Classroom Management, Strategies for Teaching, Learning and Assessment and Reflective practice*. 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.

Thank you again for facilitating this student and for your co-operation with School Placement and I wish you all the best for the remaining weeks of the term.

Go n-éirí libh,

Dr John O'Shea  
Professional Placement 2 Co-ordinator  
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