

St. Joseph's Primary School Policy on Class Allocation and Rotation of Teachers.

This policy was ratified by the Board of Management on 26/05/2015.

The allocation of teachers to classes and other teaching duties is a direct responsibility of the Principal. c.f DES Circular 16/73 and Education Act 1998, Sections 22 and 23.

Circular 16/73 states that:

'He/she should arrange a fair distribution of teaching duties among the staff, taking into account the needs of the pupils and the abilities, experience, personality and preference of each teacher. He/she should utilise the services of staff with special qualifications or aptitudes in an organisational or advisory capacity.'

Bearing in mind the importance of staff motivation, staff development and the importance of all teachers acquiring an understanding of the full scope of the revised curriculum throughout the school, it is important that teachers are given an opportunity to teach at all levels.

- ❖ When a suitable opportunity arises, teachers should be made aware of the principal's responsibility in allocating teachers to classes.
- ❖ Facilitate a whole staff discussion on the advantages of staff rotation.
- ❖ Before any discussion on teacher/class allocation, consult with teachers and where appropriate involve teachers in deciding the optimum division of classes. This is particularly important where multi-grade classes are required.
- ❖ Clarify how classes will be divided for the following September.
- ❖ Circulate a questionnaire to teachers requesting each one to prioritise in rank order their preferred options, based on the structure and division of classes already decided.
- ❖ Discuss with each teacher individually the reasons for their preferences and other background issues, which may be relevant.
- ❖ Teachers may be requested to change class after 3 years

The principal then makes the final decision, bearing in mind factors such as teacher preferences, experience, suitability of teaching style, the length of time a teacher has taught a specific class, the length of time a teacher may have spent in unsuitable accommodation, the educational needs of a child or a group of children within the class, teachers in probation, newly qualified teachers and the particular talents of teachers. Under no circumstances should pressure from parents, individual members of staff or any other vested interest ever influence a principal's decision on the allocation of teachers to classes. This function is entirely the principal's prerogative and should never be compromised. Once the Principal has made the decision each teacher should be informed individually. Ideally the process of class allocation should be initiated in early May and completed by mid June.

Ratification, Communication & Review:

- This Policy was ratified and communicated at the meeting of the Board of Management on May 26th 2015.

It will be reviewed at the end of 2016 school year and amended if necessary.

Signed *Amy Moorhead Acting Chairperson*
Fr. Jim McCormack (Chairperson Board of Management)

Signed *Galvin Kean*
Principal