



## Policy on the Provision of Work Experience for Transition Year Students

This policy has been drawn up in response to the growing number of applications the school receives on an annual basis to facilitate local secondary school students with placements for Transition Year Work Experience.

Simply put, the school cannot facilitate all of the applicants while providing a meaningful experience for the TY students themselves. This policy also takes account of the health and safety of the children on campus and the smooth running of the school by staff.

### Applying for Transition Year Work Experience:

- The TY student must apply in writing (by letter or email) to the Principal of St. Joseph's NS, Bree/SN Seosamh Naofa, Brí. This letter of application should state the dates when the student is hoping to work in the school.
- Applications must be made at least 4 weeks prior to planned commencement date.
- Applicants must also fill out the "TY Work Experience Application Form" (attached) and this form must be signed by the student and a parent/guardian.
- Applicants must have received satisfactory Garda vetting to engage in work experience in the school. Applicants must be over 16 years of age in order to be Garda vetted through the school, so this means that **applicants must be over 16 years of age.**

### Selection of applicants:

- Based on the number of students applying and the information presented in the application form, the principal will decide whether a work experience placement can be offered to the student
- Placements will not be offered on a first come-first served basis but based on the content of the application form.
- The principal will respond to the student by email or to the student's parents by phone to inform them of the decision made.

### Important information:



Accommodating TY students can affect the smooth running of the school. It requires extra work from staff to ensure the health and safety of additional juveniles. Extra delegation and supervision work is also required. For this reason, the following are also part of St. Joseph's NS, Bree/SN Seosamh Naofa, Brí school policy:

- There will be a maximum of 8 TY students accommodated in any academic year.
- No more than two TY students will be accommodated at any one time.
- St. Joseph's NS, Bree/SN Seosamh Naofa, Brí BNS strongly encourages only those TY students with a genuine interest in exploring a career as a teacher or special needs assistant to apply for a work experience position.
- Confidentiality is of paramount importance. Any breach of confidentiality will result in immediate termination of the placement.
- TY students will be expected to work for the benefit of the school, and support the staff in their efforts.
- TY students must treat the children with the utmost respect and kindness.
- TY students are expected to follow instructions from the staff. Any breach of this requirement will result in immediate termination of the placement.

### **Typical Duties**

Typical duties of a TY student on work experience are:

- Photocopying
- Assisting teachers and SNAs and the secretary.
- Running errands
- Thoroughly preparing a thirty minute lesson on a subject agreed with a class teacher, and then teaching it while the class teacher is present and supporting the TY student.
- Helping teachers on yard duty each day



## Appendix A

### Application Form for Transition Year Work Experience

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>School:</b>	
<b>Email address:</b>	
<b>Name of Parent:</b>	
<b>Parent's Phone Number:</b>	
<b>Dates of Work Experience:</b>	

<b>Why are you considering a career in education?</b>
<b>Have you any experience working with children in any capacity?</b>
<b>What are you hoping to learn during your time in St. Joseph's NS, Bree/SN Seosamh Naofa, Brí?</b>
<b>Is there any particular area of the Primary School Curriculum that you are particularly interested in?</b>

<b>TY Student's Signature:</b>
<b>Parent's Signature:</b>
<b>Date:</b>