



St. John's N.S., Kenmare
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Policy on Allocation of Classes & Classrooms to Teaching Staff

Introductory Statement:

This policy was formulated and reviewed as a result of a collaborative approach between the Principal and Staff. This policy has been formulated bearing in mind the rights of the Principal to allocate teaching duties in line with the terms of Department of Education and Science Circular 0016/1973 and Section 22 of the Education Act.

Section 22 Paragraph (d) sub section (i) states that teachers shall.....

***d) subject to the terms of any applicable collective agreement and their contract of employment, carry out those duties that—
(i) in the case of teachers, are assigned to them by or at the discretion of the Principal.***

No element of this policy will supersede the role and responsibility of the Principal in this regard.

Link to School Ethos:

St. John's N.S. is committed to enabling children grow and develop into confident, mature adults with high self-esteem. We also strive to ensure children maximize their academic and social potential. This policy is geared towards those aims through offering all children exposure to a variety of teaching methodologies and skills.

Rationale:

This policy ensures that teachers get the opportunity to expand their skills through teaching a range of different ages and topics. It also offers the

teaching staff and children flexibility within the system and there is provision in the policy for children to have access to teachers with specific skills in particular subjects.

Aims and Objectives:

The policy also facilitates the allocation of rooms suitable to the needs of the children;

- To facilitate the smooth, efficient running of the school
- To enable the teaching staff to professionally develop themselves through exposure to different age groups and curricula
- To maximise the learning opportunities of the children through prudent class allocation which utilises to the optimum, the range of individual teaching skills within the staff.

Class Allocation:

The allocation of teaching duties within the school is a matter for the Principal. However, it is the policy of the school to reach collective agreement and consensus, if possible, when distributing teaching duties. The Principal facilitates this process in a fair and equitable way. *“The Principal is responsible for the creation, together with the Board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers”*. (Education Act – Section 23)

Rotation of Teachers:

Staff will be afforded the opportunity to rotate teaching duties every 4 years. During the course of a 4 year cycle there may have to be adjustments made in class allocation due to influences such as fluctuating enrolment, multi-grade classes and other external factors. The Principal will make an informed decision as to the allocation of classes when this arises.

Allocation Process

1. The Principal will allocate classes according to the class preference forms completed by the teaching staff, if, in the opinion of the

Principal, the choices of teachers are conducive to maximizing the potential for learning within the school.

2. Rotation will commence in September 2023.
3. Rotation will apply to all mainstream classes and Special Educational Setting jobs.
4. The highest percentage of staff members, as is practical, will be afforded their first preference on each rotation.
5. Teachers may list their current class as their first preference. Teachers may receive their current class as their first preference if no other staff member requests that class as their first choice.
6. In the event of a difference of opinion arising between staff members on this issue staff members should seek to resolve the matter between them. In the event that the staff members cannot agree the Principal will make an informed decision which will be final.
7. Some teachers may have larger classes than colleagues. This normally 'evens itself out' over a number of years, so that an equitable workload is achieved.
8. **Class allocation relies heavily on compromise and consensus. If this is not possible to reach, the Principal will make an informed decision based on suitability, experience, special talents, courses taken and what is in the best interests of the children concerned. An interview is not held.**
9. Invariably not all teachers will receive their preferred choice of class. If any teacher is not satisfied with **the process**, as agreed, then he/she can raise any concerns with the Principal.

Classroom Allocation:

- Junior and Senior Infant classes are allocated rooms nearest the back door of the school to allow ease of collection for parents.

- It is the policy of the school to seek in so far as practicable a sequential arrangement with classes and classrooms.
- The design of the school provides for ease of access to the Learning Support/Resource rooms, and school hall for all classrooms.
- All classrooms are of equal dimensions, thus eliminating space considerations.

Review and Ratification

This policy was reviewed and ratified by the Board of Management of St. John's National School at a meeting held on the_____.

References

Education Act 1998 – Sections 22 and 23

Circular 16/73

CPSMA - Board Members handbook p.234

Signed: _____
Chairperson

Date:

Signed: _____
Principal

Date: