



Gaelscoil Choráin
Eochail

Polasaí Rothlú Foirne

Ráiteas Tosaigh/Introductory Statement:

The Allocation of Classes/Teaching Duties is the prerogative and duty of the *school principal*:

The Education Act (1998) Section 22 (2) (d) (i) states that ... subject to the terms of any applicable collective agreement and their contract of employment [teachers shall] carry out those duties that... are assigned to them by or at the discretion of the principal...

Dept. of Education and Science Circular I6/73:

13. ...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 organising or advisory capacity.

This Policy was formulated as a result of a collaborative approach involving the Principal and Teaching Staff. It represents a statement of school practice in the area of Classes/Teaching Duties Allocation as it has evolved over the years, guided by the desire to support and promote the professional development of the teaching staff and the enhancement of the pupils' learning experiences to their fullest potential.

Nasc l'Éiteas na Scoile/Link to School Ethos:

Gaelscoil Choráin is committed fostering a love of the Irish language and to enabling children grow and develop into confident, mature adults with high self-esteem. We also strive to ensure children maximise 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.

Réasúnaíocht/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.

The Education Act (1998) Section 23: The Principal shall...

(c) be 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.

The Policy allows teachers to acquire a greater understanding of the Primary School Curriculum as implemented throughout the school in the context of whole school planning and the cohesive teaching of the Curriculum. Individual teachers' career opportunities, 'job satisfaction' and general well-being are enhanced by their exposure to, and experiencing of, different teaching experiences and contexts.

Aidhmeanna & Cuspóirí/Aims and Objectives:

- 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.

Inneachar an Pholasáí/Policy Content

Rothlú Foirne & Treoirphrionsabail/Class Allocation Guiding Principles:

The allocation of teaching duties within Gaelscoil Choráin is a matter for the Principal. 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)

In allocating Classes/Teaching Duties, the Principal will have regard to the following:

- Mainstream Classes/Special Education Teaching Duties Preferences as expressed by individual teachers on the 'Classes/Teaching Duties Preference Form' circulated by the Principal (see Appendix I).

- Teaching Experience/Range of Classes taught/SET Experience of individual teachers to date.
- Special skills, talents, interests, qualifications of individual teachers.
- The desirability of retaining at least one ‘experienced’ teacher at each particular class level/SET Area to ensure stability and continuity from year to year.
- The specific needs of particular classes/groups of pupils and the characteristics of specific children within the class.
- Particular considerations, including medical/special needs, unique to individual teachers.
- The individual experiences of teachers of the Classes/Teaching Duties Allocation Process in previous years, bearing in mind the flexibility and willingness previously displayed to compromise and reach agreement for the greater good of the school.

Modh Ginearálta/Treoirínite/General Approach/Guidelines:

1. Mainstream Classes are banded in four Teaching Zones as follows: Zone A = Naíonáin Bheaga & Naíonáin Mhóra; Zone B = Rang 1 & Rang 2; Zone C = Rang 3 & Rang 4; Zone D = Rang 5 & Rang 6; Zone F = Rang Speisialta ASD
2. It is general school policy to allow teachers rotate among Mainstream Class Zones A to D every 2 to 4 years, with a 3-year period being the average period spent with any particular Zone and 5 a maximum period in any one zone.
3. Teaching Zone E encompasses the Special Education Teaching (SET) area.
4. It is general school policy to allow teachers experience of Special Education Teaching Duties for a period of 3 to 5 years, with a 5-year period being the average period spent in the area of Special Education Teaching.
As a general rule, it is expected that teachers who have completed a period of teaching in the Special Education area will return to Mainstream Class Teaching duties for at least a period as outlined above, before requesting a further period of SET work.
5. Teaching Zone F encompasses the Special ASD Class area.

6. The first ASD Special Class will be set up in the school in the academic year 2022/23. The length of time spent teaching in this zone will be reviewed on an annual basis.

Class allocation relies heavily on collaboration, consensus and compromise. If agreement is not possible, the Principal will make an informed decision based on the general principles outlined above, having regard to what she believes is in the best interests of the pupils and the professional development needs of the teaching staff.

The Principal will allocate classes according to the class preference form completed by the teaching staff. The Principal will also take other factors into account when making these decisions such as:

- Experience
- Contribution to overall school policy development in relation to teaching and learning
- Range of classes already taught / not taught
- Motivation
- Personality
- Domestic and social situations
- Special talents
- Opportunities for development such as Special Education, shared teaching etc.

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

Fráma Ama Bliantúil/Próiseas/Annual Timeframe/Process:

- In April/May of every year, all teachers are required to complete in full the 'Classes/Teaching Duties Preference Form' (Appendix I), indicating in ranked order their first three preferences for teaching duties for the following school year and outlining their recent teaching experience.
- Bearing in mind the Guiding Principles and General Guidelines (as outlined above) and having regard to the likely needs of the school in terms of the

number of teachers required in the different Teaching Zones (as outlined above) for the forthcoming school year, the Principal endeavours to match individual teachers' preferences to the opportunities that are likely to exist.

- Depending on the rate of progress made, the Provisional Listing is circulated to all Staff members in May.
- The Provisional Listing is circulated to the BOM members and formally approved by the BOM.

A record of all individual 'Classes/Teaching Duties Preference Forms' are retained in the Principal's Office, together with a record of the Class/Teaching Duties allocated to individual teachers on a year by year basis. 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 (whether a particular teacher has had the class before), special talents, courses taken and what is in the best interests of the children concerned.

Class allocation is completed in May of every year. There is no special exemption for teachers in relation to First Communion and Confirmation classes. Special arrangements may be considered to accommodate teachers who have health issues (accompanied by a doctor's certificate with a clear specific reason and in consultation with Medmark if deemed necessary) which may make certain classes unsuitable for them.

Breithnithe Speisialta/Special Considerations:

- Applications for Job-Sharing and the sanction by the BOM and DES of various forms of long-term leave, require the employment of replacement temporary and/or substitute teachers, which may have a direct impact on the completion of the Classes/Teaching Duties Allocation Process.
- It is not uncommon for the Allocation of Classes/Teaching Duties Process to be delayed/compromised by difficulties associated with the submission of applications to the Dept. of Education and Sciences for staffing for the forthcoming school year. Delayed applications to, or responses from, the DES may result in an incomplete Allocation Listing being prepared, to be finalised later following completion of the appointments processes which may be necessary.
- On occasion, the Provisional Listing may have to be altered to take account of changes to the staffing schedule and/or unexpected developments affecting availability/ability of staff members to undertake previously agreed teaching duties. Such a scenario will likely involve further consultation, clarification and negotiation with teachers to take account of the changed circumstances which may be presented.

Rólanna & Freagrachtaí/Roles & Responsibilities:

All staff, under the guidance of the Principal participate in, and contribute to, the implementation of an effective and equitable class allocation policy. Grievances are dealt with at a Principal/teacher level and will only transfer to the Board of Management if a compromise cannot be reached.

Critéir Ratha/Success Criteria:

The school evaluates the success of this Policy through;

- a) Positive and supportive engagement and participation of all teaching staff in the Allocation Process.
- b) Feedback, as appropriate, from staff members, pupils, parents and DES personnel.
- c) Indications that the smooth and efficient running and organisation of the school is enhanced through the implementation of the Allocation Process.
- d) Recognition and acknowledgement of the professional development opportunities afforded to all teaching staff members through this Allocation Process.
- e) The indications that the facilitation and implementation of the Allocation Process is enhancing the learning opportunities of the pupils of the school.

Amchlár d' Athbhreithniú/Timetable for Review:

A Review of this Policy will be conducted as deemed appropriate, based on the success criteria outlined.

Daingniú & Cur i bhFeidhm/Ratification and Implementation:

This policy was formally ratified by the Board of Management at its Meeting on the 8th of March 2022.

Its implementation was deemed effective from that date.

Signed:

Antóin Ó Laoire
Cathaoirleach An Bhoird Bhainistíochta

Tagairtí/References:

Education Act 1998 – Sections 22 and 23 Circular 16/73
CPSMA - Board Members handbook p.234

AGUISÍN I/APPENDIX I



Gaelscoil Chorráin
Eochail

Ranganna don Bhliain Acadúil 2022/23

A chomhfhúinteoirí,

Beidh roinnt critéir i gceist maidir le leithdháileadh dualgaisí teagaisc d'oidí éagsúla. Cuid des na critéir sin ná:

- ✓ Comhriachtanais na ndaltaí sa scoil ar fad
- ✓ An tábhacht a bhaineann le rothlú fóirne chun cur le forbairt ghairmiúil an mhúinteora
- ✓ Cothroime tugtha do roghanna oidí aonair thar tréimhse ama
- ✓ Cothromú buanna oidí l'éagsúlacht na bpáistí sna ranganna éagsúla

Ainm an Mhúinteora: _____

Ranganna múinte ó Lúnasa 2015 (Sa scoil seo nó i scoileanna eile):

Bliain	Rang Múinte
2021/22	
2020/21	
2019/20	
2018/19	
2017/18	
2016/17	
2015/16	

Roghnaigh I, 2 & 3 le do thoil, l'uimhir I mar do chéad rogha.

Grúpa Ranga	Sainrogha I, 2 & 3
Zón A: Naíonáin Bheaga & Naíonáin Mhóra	
Zón B: Ranganna Sóisearacha 1 & 2	
Zón C: Meán Ranganna 3 & 4	
Zón D: Ard Ranganna 5 & 6	
Zón E: Riachtanais Speisialta Oideachais	
Zón F: Rang Speisialta ASD	

Nóta: Caithfidh an fhoirm seo a bheith thar n-ais roimh an _____.

Déanfar teagmháil aonair le gach oide roimh an _____.

Síniú an Mhúinteora: _____

Dáta: _____

