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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*



**Coláiste
Bhaile Chláir**

Student Teacher Placement Policy

ADOPTED BY THE BOARD OF MANAGEMENT

29 September 2026

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Section 1: Introduction:

Coláiste Bhaile Chláir is a co-educational and multi-denominational Community College under the patronage of the Galway and Roscommon Education and Training Board. The school is committed to ensuring that all members of the school community, including student teachers, experience a safe, positive, structured and caring environment in which they can develop professionally, personally and collaboratively.

This Student Teacher Placement Policy has been devised and agreed through a consultative process involving the Board of Management, Senior Management, and staff. It reflects the school's commitment to fostering a culture of cooperation, respect and professional learning.

In supporting student teachers, the school adopts an inclusive and equitable approach to professional development and teaching practice. All aspects of student teacher engagement are underpinned by the principles of equality, including anti-racism, ensuring that teaching practices are inclusive, respectful and responsive to the diverse needs, identities and experiences of all learners.

While this policy outlines a clear framework for school placement and professional practice, it is not intended to be exhaustive or overly prescriptive. Student teachers, in collaboration with their co-operating teachers, are encouraged to exercise professional judgement, reflect on their practice, and engage in innovative teaching and learning approaches. Effective practices will be shared among staff, contributing to whole-school development and continuous improvement.

Section 2: Relationship to Mission Statement:

At Coláiste Bhaile Chláir, our ethos—grounded in a commitment to excellence in education—underpins all aspects of school life, including the support and development of student teachers. The school promotes a caring, inclusive and respectful environment where student teachers are encouraged to develop their professional skills, confidence and reflective practice.

This policy supports the school's mission by fostering a culture of continuous improvement in teaching and learning. student teachers are encouraged to reflect on their practice, engage in effective and inclusive teaching approaches, and contribute positively to both curricular and co-curricular activities.

In line with the school's commitment to supporting all learners, student teachers are expected to respect the dignity, individuality and potential of each student. Through supportive and encouraging teaching practices, they play a key role in helping students to achieve success, develop resilience and reach their full potential, in partnership with staff and parents.

Section 3: Mission Statement

Coláiste Bhaile Chláir is a co-educational, multid denominational Community College under the patronage of the Galway and Roscommon Education and Training Board. The school is committed to providing a caring, inclusive and respectful environment where all members of the school community are valued and supported. We strive for excellence in education and seek to empower students and staff to reach their full potential.

Section 4: School Ethos and Values

Coláiste Bhaile Chláir is committed to the core values of:

- Excellence in Education
- Care
- Respect
- Equality
- Community



These values underpin all aspects of school life and guide the professional engagement of student teachers during their placement.

Section 5: Rationale

This policy seeks to ensure that appropriate procedures are in place to:

- Support student teachers in an open, transparent and professional manner, consistent with the ethos of the school and legislative requirements
- Establish a framework that promotes effective and positive relationships between student teachers and the school community

This policy reflects the school's commitment to fostering a supportive and collaborative teaching and learning environment.

Section 6: Aims

This policy aims to:

- Provide professional support and guidance to student teachers
- Build on the knowledge, skills and competencies developed during initial teacher education
- Support student teachers in becoming confident and valued members of staff
- Enable student teachers to become familiar with the daily organisation and routines of the school

Section 7: Student Teacher Placement Procedures

- a) Applications for student teacher placement must be submitted to the Principal and should include a cover letter, details of placement requirements and a current curriculum vitae.
- b) Placement is subject to availability in the student teacher's subject area(s).
- c) Prior to the commencement of the placement, the student teacher must provide the school with a copy of their Garda Vetting.
- d) The Board of Management of Coláiste Bhaile Chláir reserves the right to withdraw or terminate a placement where it considers such action to be appropriate.
- e) Prior to the commencement of the placement, the student teacher will be provided with an induction pack, including relevant school policies and procedures and a copy of the school journal. Student teachers are expected to familiarise themselves fully with these materials.
- f) Student teachers are required to complete an induction programme before beginning their placement.
- g) As temporary members of staff, student teachers are expected to adhere to the *Code of Professional Conduct for Teachers* (Teaching Council, 2007), in line with the Teaching Council Act 2001.
- h) Student teachers are expected to uphold and support the ethos of Coláiste Bhaile Chláir. They must attend for the full school day throughout the duration of their placement and engage appropriately in school activities, as directed by school management.
- i) Student teachers will work in accordance with the cooperating teacher's scheme of work.

Section 8: Roles and Responsibilities

8.1 Student Teacher

Student teachers are expected to:

- Meet with the Principal, Deputy Principal and co-operating teacher(s) prior to placement
- Discuss classes, content and expectations in advance
- Observe classes before and during teaching practice
- Maintain up-to-date schemes of work and lesson plans
- Plan and deliver engaging lessons incorporating differentiation and Assessment for Learning (AfL)
- Have lesson plans available for review when required
- Manage classroom behaviour in line with school policies

- Seek advice and support where necessary

They must also:

- Inform school management of absences promptly
- Engage in induction and attend relevant meetings where appropriate
- Participate in school life, including extracurricular activities where possible
- Adhere to the Teaching Council Code of Professional Conduct

8.2 Co-operating Teacher

The co-operating teacher will:

- Provide ongoing guidance, mentoring and professional support
- Share resources, planning and effective teaching strategies
- Support the student teacher in developing good classroom practice
- Facilitate opportunities for observation

Before Placement:

- Meet the student teacher and outline:
 - ❖ Class profiles (ability, needs, SEN)
 - ❖ Schemes of work
 - ❖ Classroom procedures

During Placement:

- Retain responsibility for:
 - ❖ Student progress
 - ❖ Assessment and reporting
 - ❖ Parent-teacher engagement
- Observe the student teacher's practice and provide feedback to the student teacher in an encouraging and sensitive manner:
 - ❖ Strengths
 - ❖ Areas for development
 - ❖ Agreed targets
- Encourage reflective practice and professional growth
- As the student teacher's competence develops, gradually support increased independence in teaching

- Inform school management of any serious concerns regarding professional conduct or practice and if convenient, should meet with the placement tutor when they visit the school
- Be available on site in the event of any student teacher absence or to provide support as needed, for the duration of those lessons.

Section 8: Monitoring

The operation of this policy will be monitored by the co-operating teacher and school management, with feedback provided as appropriate.

Section 9: Success Criteria

The success of this policy will be evident through:

- Positive feedback from student teachers regarding their experience
- Evidence of professional development and growing confidence
- Effective integration into school life
- Positive feedback from co-operating teachers and school management

Section 10: Ratification

This policy was adopted and ratified by the Board of Management of Coláiste Bhaile Chláir on _____

Chairperson: _____

Date: _____

Principal: _____

Date: _____

This policy will be reviewed by the Board of Management in _____



Co-operating Teacher Observation Sheet 1

Date: _____

	Excellent	Very Good	Good	Fair	Poor
Classroom Management					
Subject Knowledge					
Structure of lesson					
Planning of lesson					
T&L methodologies					
AfL: checking understanding					
Engagement with students					

[illegible]

Date: _____



Coláiste
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Appendix 2

Co-operating Teacher Observation Sheet 2

Student teacher : _____

Class teacher : _____

Class & Subject : _____

Lesson Topic : _____

Date: _____

Observing teacher's focus for the lesson:

- | | |
|---------------------------|--------------------------|
| ❖ Teaching and Learning | ☐ |
| ❖ Classroom management | ☐ |
| ❖ Structure of the lesson | ☐ |
| ❖ Assessment | ☐ |
| ❖ Other Specify _____ | ☐ |

Areas of strength:

Areas for development:

Agreed target(s) for the next lesson:

Signed: _____

Date: _____