



Class Allocation Policy

Class allocation is the responsibility of the Principal teacher. The allocation of teaching duties within the school is a matter for the principal. Circular 16/73 states that the principal teacher “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. S/he should utilise the services of staff with special qualifications or aptitudes in an organising or advisory capacity.”

During the last term, the Principal engages in a process of consultation and discussion with classroom teachers with a view to organising the most effective allocation of classes for the forthcoming school year.

Forms on which teachers indicate preferences are circulated to assist the process. These forms are retained as a record. While every effort will be made to accommodate preferences, it is understood that this is not always possible. If a staff member does not get their 1st preference one year, then the principal will try to accommodate them in a subsequent year, if possible.

Permanent staff may be given first preference - Temporary staff thereafter.

Teachers are encouraged to gain experience in the teaching of all levels in the primary school and to use any expertise they may have in a particular area where relevant.

Subject interchange among class teachers is encouraged.

Various aspects of school life are considered when allocating teachers to classes. These include:

The specific needs of the particular class/group of pupils.

The characteristics of specific children within the class.

Allocation of classes in previous years.

The attributes of the teacher who has the class currently and the attributes of the teacher to whom the class will be allocated.

The needs of the particular teacher.

The desirability of retaining an experienced person at each particular level to ensure continuity.

Willingness to teach a particular class/group

Distribution of collective expertise/ willingness to share expertise with other teachers and groups.

Specific circumstances such as career break applications, retirements, job-sharing, SNA in classroom etc.

Teachers are informed of the class allocation plan, usually in the month of June.



Class Allocation Policy

This Policy was reviewed by the staff in October / November 2016. It was discussed and approved by the Board of Management at their meeting on 30th January 2017.

It will be reviewed again in 2021, or earlier if deemed necessary.

Signed

Patrick Stabband

Rev. P. Stafford PP

Chairperson

Date: 30th Jan 2017