

Class Allocation

Policy

St. Francis Special School

# Class Allocation for all Staff

**Introductory Statement and Rationale**

The Board of Management and Principal recognise the importance and value of having an open and transparent policy into the practise of allocating teachers to classes. The ruling in relation to the allocation of classes states that the principal is responsible for the ‘organisation of pupils for teaching purposes’ (I.N.T.O. Members’ Handbook pg. 191). This document sets out the details of the policy as practised in the allocating positions. 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”.* Education Act (1998) Section 23: *(CPSMA Management Board Members’ Handbook, 2007)* (c). The Principal shall… *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.* Circular 16/73: 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* (CPSMA Management Board Members’ Handbook, 2007).

This policy was first discussed at a staff meeting in May 2022. A draft copy was made available to all staff and they were asked to provide feedback at the next staff meeting. This policy will ensure that both teachers and Classroom Assistants get the opportunity to expand their skills through teaching and engaging with a range of different ages, abilities and programmes/curricula. It will also offer the staff and pupils a range of flexibility with the system.

# Link to School Ethos

St. Francis Special School endeavours to enable every pupil to actively participate in all school activities regardless of physical disability, gender, race, religion or learning disability. We also commit to preparing each and every pupil for life by promoting value and respect for all. The school's mission statement promotes the spirit of inclusiveness and the principles of equality. We also strive to ensure children maximise their academic and social potential and this policy is geared towards those aims through offering all children exposure to a variety of teaching methodologies and skills.

# Aims and Objectives

This policy aims to:

* facilitate the smooth and efficient running of the school
* to enable the teaching staff and Classroom Assistants to professionally develop themselves through exposure to different age groups, learning difficulties 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.

Classes will be allocated to ensure that pupils benefit from the range of expertise available in the school. When allocating classes, consideration will be given firstly, to the children and their learning needs, then to the special skills of the staff and to providing them with a range of teaching and learning opportunities. However, while there are significant and valid reasons for changing staff duties and responsibilities, it is also extremely important to ensure stability and take into account the totality of needs within the school. During the course of allocations, the Principal consults closely with the Deputy Principal. Where the need arises, there is close consultation with individual teachers and CA’s. When classes are being allocated the Principal will consider:

* 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 desirability of retaining an experienced person at each particular level to ensure continuity
* distribution of collective expertise/willingness to share expertise with other teachers and groups
* specific circumstances such as career break applications, retirements, job-sharing, etc.
* numbers of children and level of needs in each class grouping.

Class allocation procedure includes:

* the Principal/ Deputy Principal will ask teachers and classroom assistants for their preferences
* teachers and CA’s will be given a list of what classes are available
* classes will be allocated in May. This will allow teachers and CA’S time to prepare for their new role and to consult with other teachers before the summer holidays
* individual teachers and classroom assistants will be facilitated to discuss their class allocation with the Principal/ Deputy Principal if they wish
* under Section 22 of the Education Act the decision for class allocation finally rests with the Principal. The Principal retains all decision making in this area and will refer to this policy to ensure that class allocation is done in as fair as possible a manner
* under no circumstances should pressure from parents, individual members of staff or any other vested interest ever influence a principal’s decision on the allocation of teachers to classes. This function is entirely the principal’s prerogative and should never be compromised.

# Roles and Responsibilities

All staff, under the guidance of the principal participates in and contributes to the implementation of an effective and equitable Class Allocation Policy.

# Success Criteria

The school evaluates the success of the policy through student attainment.

# Review and Ratification

This policy was ratified by the Board of Management of St. Francis Special School on\_\_\_\_\_\_\_\_\_\_\_\_\_

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every two years. Next review of this policy will occur during the school year of 2023/2024.

Signed: Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Chairperson:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_