

Policy. Staff Allocation to classes.

The board of management recognises the importance and value of having an open and transparent policy into the practise of allocating teachers to posts. In some instances - such as the appointment of permanent teachers - the Department of Education and Science has rules and procedures that are followed. In other instances 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.

Change in responsibilities.

The rationale for the allocation of personnel to posts is to ensure that the children benefit from the range of expertise available in the school. It also ensures that teachers get a spread of experience. Furthermore it is desirable that teachers would move from classroom to classroom and job to job at intervals. This ensures fair distribution of school resources and secures a variety of options for staff. Such movement secures balanced use and distribution of resources.

While there are significant and valid reasons for changing staff duties and responsibilities, it is also important to ensure stability and satisfactory working conditions for pupils and teachers. The policy outlines strategies which seeks to strike the balance between the need for rotation and change at the same time as securing stability and job satisfaction for all involved.

On the year when changes take place the principal considers:

- The attributes of the teacher who has the class currently and the attributes of the teacher to which the class will be allocated.
- The needs of the teacher in the circumstances at the time.
- The characteristics of a particular class.
- The need to ensure that at least one person who has experience in a particular class team should be retained in that team on the year that changes are made.
- The needs of individual children in a particular class.

Basis for allocations:

Class teaching posts, non class teaching posts and rooms are reallocated every three years. An option will be given to the person who remains in the team to change the subsequent year after changes are made. The learning support team will be reallocated on the year subsequent to the reorganisation of teams.

Allocation of responsibilities.

During the course of allocations the principal consults closely with the deputy principal. Where the need arises there is close consultation with individual teachers.

Appendix two outlines the list of options for the implementation of this policy discussed by teaching staff at the staff meeting of March 15th 2001.

Implementation of change

The practice for the year when teachers are allocated to classes and rooms are as follows.

- Teachers are asked to fill out a 'Post Allocation' form (appendix 1 enclosed)
- The principal consults with the class teacher about the form.
- Priority is given to retaining an experienced person at each particular class level to ensure continuity of planning.
- In subsequent years the forms for preferences will be retained and in instances where a teacher's first preference cannot be accommodated then a weighting in favour of that person's first choice will be given in subsequent years.

For example an individual who had to take their third preference in a particular year they will be accommodated with a first or second preference in a subsequent allocation.

- In an instance where a teacher is in a position that he/she would like change of responsibility on any given year, then due consideration will be given to accommodating a change for that teacher.

Appendix 1. Allocation to teaching posts.

1. What positions have you taught in over the past six years

2005/2008 _____.

2008/2011 _____.

2. Of the four class levels in the school junior infants, senior infants, first and second rank order your choice as if you were prioritising each one.

1st _____ . 2nd _____.

3rd _____ . 4th _____.

3. If a teaching position arose that does not involve responsibility for teaching a class would you be interested in trying it?

Yes _____ . No _____.

4. Would you like to discuss class allocations before final decisions are made?

Yes _____ . No _____.

5. Are there any ideas which you have that you would like to see implemented next year?

_____.

_____.

_____.

Signed: _____ . **Date** ____/____/____.

Appendix 1. Allocation to classes for Special Needs Assistants.

1. What positions have you taught in over the past three years

200 /200 _____.

200 /200 _____.

200 /200 _____.

2. Of the four class levels in the school junior infants, senior infants, first and second rank order your choice as if you were prioritising each one.

1st _____ . 2nd _____.

3rd _____ . 4th _____.

3. Would you like to discuss class allocations before final decisions are made?

Yes _____ . No _____.

4. Are there any ideas which you have that you would like to see implemented next year?

_____.

_____.

Signed: _____ . **Date** _____ / _____ / _____.

Appendix 2. Options for scheduling the allocation of posts.

1.	Changes to class teaching are made on an annual basis and changes to non-teaching posts are made every three years.	
2.	That teachers start with a junior infant class and hold it for two years. They then rotate the classes and rooms to continue with first and second. With this option non class teaching posts would be re allocated every four years.	
3.	Class posts and teaching rooms are reallocated every two years and non class teaching posts are reallocated every four years.	
4.	Class teaching posts, non class teaching posts and rooms are reallocated every three years.	
5.	Class teaching posts, non class teaching posts and rooms are reallocated every three years. An option will be given to the person who remains in the team to change the subsequent year after changes are made.	
6.	As above but there will be two anchor persons and they will be given the option to rotate the following year.	
7.	Class teaching posts be reallocated every four years with two anchor teachers left for one year.	
8.	Four year cycle with one person move every year- 3 anchor persons left.	