

Bohermore N.S

Policy on Staff Rotation

The allocation of teachers to classes and other teaching duties is a direct response to the Principal. c.f DES CircularIG/73 and Education Act 1998, Sections 22 and 23.

Circular 16/73 states that:

'He/she should arrange a fair distribution of teaching duties among the staff, taking account the needs of the pupils and the abilities, experience, personality and preferences of each teacher. He/she should utilise the services of staff with special qualifications, aptitudes in an organisational or advisory capacity.'

Aim

We aim to give each staff member the opportunity to teach all class levels, while mind the importance of staff motivation, staff development and the importance of teachers acquiring an understanding of the full scope of the revised curriculum throughout the school.

Procedures

Teachers:

Teachers may be requested to change class after 3 years but not if whole school evaluation is imminent. However the class allocation will be reviewed annually and changes made accordingly, in consultation with staff.

- ⬇ Teachers will be made aware of the principal's responsibility in allocating teachers to classes by circulating this policy to all staff.
- ⬇ Facilitate a whole staff discussion on the advantages of staff rotation.
 - Before any discussion on teacher/class allocation, consult with teachers and where appropriate involve teachers in deciding the optimum division of classes. This is particularly important where multi-grade classes are required.
- ⬇ Clarify how classes will be divided for the following September.
- ⬇ Circulate a questionnaire to teachers requesting each one to prioritise in rank order their preferred options, based on the structure and division of classes already decided.
- ⬇ Discuss with each teacher individually the reasons for their preferences and other background issues, which may be relevant.
- ⬇ All teachers will be rotated into a special class at some point, this includes early intervention class
 - ⬇ newly qualified teachers
 - ⬇ particular talents of teachers.

SNAs:

Snas will be rotated in accordance with where the greatest care needs lie. Snas will be required to rotate into special classes and into mainstream classes. Management will do their best to facilitate rotation from mainstream to special classes, however, due to the large number of special classes in Bohermore National School, it will not be possible to have a rotation like in the past, where it was years in a special class and then into mainstream. Ultimately, however, snas will be allocated to the

children with the greatest care needs in the school.

The principal then makes the final decision, bearing in mind factors such as;

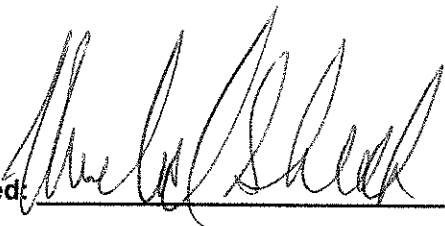
- teacher preferences,
- ↓ experience,
- ↓ suitability of teaching style,
- ↓ the length of time a teacher has taught a specific class,
the length of time a teacher may have spent in unsuitable accommodation,
- ↓ the educational needs of a child or a group of children within the class,
- ↓ teachers in probation,

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.

Once the Principal has made the decision each teacher should be informed individually. Ideally the process of class allocation should be initiated in before the Easter Break and completed by mid-late May.

This Policy was ratified by the Board of Management on the 18th of December 2024.

Signed:  Date: _____

Michael Sheahan

Chairperson

Board of Management

Appendix 1

Preference Form

Name of Teacher	
Preference order	
Early Intervention	
Junior infants	
Senior infants	
Junior & Senior infants (if applicable)	
1 st & 2 nd Class	
3 rd & 4 th Class	
5 th & 6 th Class	
Special Class Room 2	
Special Class Room 5	
Special Class Room 9	
SET - in house	
SET - shared with another school (if applicable)	

List the classes that you have been allocated to for the last 3 years:

1. _____
2. _____
3. _____

Signed by: _____ Date: _____

(Teacher)

Signed by: _____ Date: _____

(Principal)

Appendix 2

Preference Form

Name of SNA	
Preference order	
Early Intervention	
Mainstream 1	
Mainstream 2	
Mainstream 3	
Special Class Room 2	
Special Class Room 5	
Special Class Room 9	
Special Class Room 10 – early intervention	

List the classes that you have been allocated to for the last 3 years:

1. _____
2. _____
3. _____

Signed by: _____ Date: _____

(SNA)

Signed by: _____ Date: _____

(Principal)