

Staff Allocation Policy

1. Purpose

The purpose of this policy is to provide clarity and transparency in how teaching and support staff are allocated within Bohermore National School. The allocation of staff is guided by the best interests of pupils, the needs of the school, and the professional judgement of the Principal, in line with the Education Act, 1998.

2. Legislative Context

Section 23(2)(a) of the Education Act, 1998 states:

"The principal of a recognised school shall have responsibility for the day-to-day management of the school, including guidance and direction of the teachers and other staff of the school and the implementation of the admission policy."

This provision empowers the Principal to assign staff as they see fit to meet the educational and organisational needs of the school.

3. Scope

This policy applies to all teaching staff, Special Education Teachers (SETs), and Special Needs Assistants (SNAs) employed in  Bohermore N.S.

4. Principles

- The allocation of staff will always be based on the best interests of pupils and the effective operation of the school.
- Decisions will take into account Department of Education circulars, guidelines, and resources.
- Allocation may vary from year to year depending on class sizes, pupil needs, school priorities, and staff skills.
- Staff may be reassigned during the school year if required to meet emerging needs.

5. Allocation Process

- The Principal, in consultation with the In-School Management Team and/or Board of Management where appropriate, will determine class and role allocations.
- Considerations will include:
 - Class size and composition.
 - Distribution of pupils with additional needs.
 - Balance of teaching experience and expertise.
 - Continuity of care and instruction.

- School development priorities.
- The final decision rests with the Principal and the Board of Management.

6. Communication

- Staff will be informed of allocations in a timely and respectful manner.
- Allocations will normally be communicated before the end of the school year to facilitate planning for the following year.

7. Review and Flexibility

- Allocations are subject to change at the discretion of the Principal if school needs change.
- The Principal's decision in these matters is final, in line with the authority granted under the Education Act, 1998.

8. Policy Review

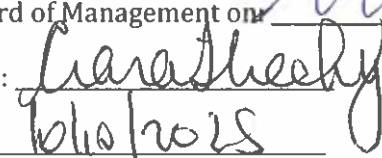
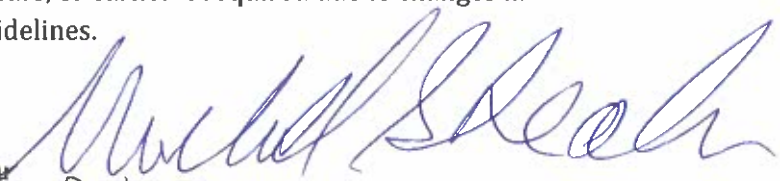
This policy will be reviewed every three years, or earlier if required due to changes in legislation or Department of Education guidelines.

Approved by the Board of Management on _____

Signed (Chairperson): _____

Signed (Principal): _____

Date: _____



10/10/2025

26/10/25