



North Dublin Muslim National School
Ratoath Road
Dublin 7

Class Allocation Policy

June 2019

Introductory Statement

This policy was formulated by the principal in consultation with the teaching staff and Co-Managers in 2014. It was reviewed in 2016 and again in 2018/2019.

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.”

Rationale

- Class Teacher and Special Education Teacher duties are allocated with the needs of pupils and the general good of the school paramount.
- This policy strives to ensure that teachers get the opportunity to expand their skills through teaching a range of different ages and topics.
- It also offers the teaching staff and children flexibility within the system and there is provision in the policy for children to have access to teachers with specific skills in particular subjects.

Link to School Ethos

The North Dublin Muslim National School is committed to enabling children to grow and develop into confident, mature adults with high self-esteem within a safe environment, in close collaboration with families. The North Dublin Muslim NS strives to ensure that children maximise their academic, physical, spiritual and social potential, while developing their Islamic faith. This policy is geared towards those aims through offering all children exposure to a variety of teaching methodologies and skills.

Aims and Objectives

- To ensure the best possible use of teaching talents and resources, in the interest of all pupils.
- To facilitate the smooth, efficient running of the school.
- To enable the teaching staff to professionally develop themselves through exposure to different age groups 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.

Class Allocation Procedure

The following procedure is applied when classes are being allocated:

- Teacher Information forms (Appendix A) will be circulated by the principal to each teacher in April each year.
- Staff members will be requested to write down their 1st, 2nd and 3rd choice preferences along with a

record of classes taught previously.

- This form should be returned to the principal before the end of April.
- A record of choices will be kept by the principal from year to year.
- NCCA Guidelines will be applied as follows:
 - The maximum time working with any of the class groupings will be six years.
 - Teachers working as part of the support team will generally be allocated to serve for 3 years in that position .The maximum time spent away from mainstream would be 6 years.
- The principal will, where possible, inform all teachers of their allocated classes on the same day. This will always be done before the end of the school year.

Considerations

When allocating teachers to classes (Including the Special Education Teacher Team), the Principal will consider:

- The specific needs of the particular class/group of pupils.
- NCCA Curriculum guidelines
- The characteristics of specific children within the class.
- Allocation of classes in previous years.
- The preferences of teachers to teach a particular class/group.
- Contribution to overall school policy development in relation to teaching and learning.
- Range of experience of teachers.
- Distribution of collective expertise/ willingness to share expertise with other teachers and groups.
- Specific circumstances judged to be relevant by principal.

The Special Education Teacher Team

To ensure the continuity of services provided by the support team and to allow teachers to develop expertise in the area of Special Educational Needs, at least two support teachers will be reallocated to the support team the following year. In so far as possible, the school endeavors to ensure that support teachers are fully probated.

Classroom Allocation

The Principal will allocate classrooms with the safety of pupils and the general good of the school in mind. Consideration will be given to the age of the pupils, location of toilets, and location of other classes within the same band.

Roles & Responsibilities

The Principal has the sole responsibility in the allocation of classes but is committed to the consultation process outlined above. For this reason there can be no appeal mechanism after the allocation of classes.

Success Criteria

The school evaluates the success of the policy through:

- a) Effective teaching and learning throughout the school.
- b) Feedback from all staff

Timetable for Review

This policy is due to be reviewed in 2023

Ratification and Implementation

This policy was presented to and approved by the Co-Managers in 2019. The policy will be implemented from September 2019.

A copy of the policy is available on the school’s shared drive and is available from the office upon request.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Appendix A
Class Allocation: Teacher Information

Please refer to the school's Class Allocation Policy and NCCA Guidelines, regarding the allocation of teaching positions within the school.

Teacher's name: _____

Section 1: Teacher Preferences

Please write down the three classes you would most like to teach next year.

1st preference: _____

2nd preference: _____

3rd preference: _____

Section 2: Teaching Experience

Please complete the following section regarding the classes taught by you in previous years, either in this school or in any other school

2018/2019: _____

2018/2017: _____

2017/2016: _____

2016/2015: _____

2015/2014: _____

2014/2013: _____