

ST. FRANCIS XAVIER SENIOR SCHOOL
ROSELAWN GLADE, CASTLEKNOCK, DUBLIN 15

ROLL No: 19470S



Work Experience Policy

Introductory Statement

All references in this document to work experience students may relate to student teachers, trainee SNAs, Transition Year pupils or further education college students seeking a work experience placement.

Rationale

The Board of Management and staff of St Francis Xavier Senior School are willing to provide opportunities of work experience for students from the wider school community.

Aims

1. To provide opportunities for students to experience the various roles in a school.
2. To provide opportunities for student teachers the to teach a class for a defined period in a supervised setting.
3. To enhance the learning process for trainee SNAs.
4. To ensure the schools values are maintained by all external students to the school.

Guidelines:

The following are the procedures under which this work experience can take place:

- Students must be fully insured while in the school by their respective college or school.
- The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience.
- All matters pertaining to the school must be treated with the utmost confidentiality. Any breach of this requirement will be seen as a serious matter and the work experience may be terminated.
- Any breaches of discipline observed among the pupils must be reported to one of the teaching staff and not dealt with by the students themselves
- The pupils and staff of St Francis Xavier SNS will be expected to treat students on work experience programmes with respect at all times.

- All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their students, in keeping with the school ethos of providing a positive learning and working environment.
- SNA students on placement may be placed in a variety of settings and are expected to always assist in the classroom.
- Duties for work experience students can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the teacher, office staff or school management.
- The dress code is 'smart casual'. Please bear in mind that visible tattoos, body piercings or bare midriffs may not be perceived as a reflection of professionalism.

Responsibilities of Students:

- Students must at all times be respectful of all members of staff and pupils.
- Students will be expected to co-operate with the general rules, procedures and organisational policies of the school.
- Students should be willing to follow the instruction/guidance of the Principal, Deputy Principal, Class teacher or School Secretary.
- Student teachers are expected to be prepared for all lessons and to assist the class teacher when not teaching.
- All students must sign an agreement in advance of starting. The agreement can be terminated at any time at the discretion of the Principal/Board of Management
- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance.
- Any absences must be notified in advance to the school.

Note: Since 2021/22, St Francis Xavier SNS are partnering with Edmund Rice College on their Community Programme for TY students. Students on this programme complete a contract prepared by ERC in conjunction with SFX Senior School.

Ratification and Communication:

The Board of Management of St. Francis Xavier Senior School drew up this policy in 2021. Revised by Staff and the BOM January 2025. These procedures will be reviewed by December 2029.

The Work Experience Policy is communicated to Staff via the shared drive and Aladdin. It is shared with the wider community via the school website.

Signed: 
Chairperson, BoM

Date: 29/1/25

Signed: 
Principal

Date: 29th Jan 25



Work Experience Agreement

I agree to participate in a work experience programme in *St. Francis Xavier Senior School* on the following dates: ___/___/20___ until ___/___/20___.

- I agree to be in the school by 8.30 am and to remain until at least 2.30 pm each day.
- I agree to perform whatever duties are assigned to me to the best of my ability.
- I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentiality.
- I also understand that breaching these requirements will be seen as a serious matter and that in some circumstances my work experience may be terminated.

Signed: _____

Work Experience Student

Date: _____

Name: _____

Address: _____

Contact Number: _____

Emergency Contact: _____ (Name, Number and Relationship)

Allergies or Medical Conditions that we should be aware of:

