



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

**St Vincent's Secondary School
Glasnevin
Dublin 11**



**Professional Masters
in Education
(PME) Policy
(2019)**

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The Professional Master in Education (PME)

The Professional Masters in Education (PME) is the recognised (by the Teaching Council of Ireland and the Department of Education and Skills) programme by which trainee teachers in Ireland qualify as bona fide post-primary teachers.

The PME programmes are taught in the majority of Universities in Ireland (UCD, Trinity, DCU, Maynooth, UCC, UCG and UL) and in a select group of subject specific colleges (NCAD, GMIT to name but a few).

The majority of PME programmes emphasise a twin approach to Teaching and Learning with University lectures, workshops, modules etc., running alongside a significant ***period of work placement within second-level schools***. The amount of time spent on placements (and the scheduling) is directed by the Universities. It is recognised as best practice for PME students to source work placements within a number of different school contexts during their PME programme.

PME students are required to source placements in schools and be timetabled for a specific number of hours for a specific length of time. As part of these placements PME students will be required to produce lesson plans and a reflective portfolio based on their work in the school. Students will also be inspected by their supervisor in the classroom environment. Schools are required to facilitate students in this regard.

Schools that commit to taking a PME student are required to support the student teacher for the duration of their placement and facilitate the PME student in their timetable and on the staff, ensuring that their requirements for their programme are met. In addition PME student are normally required to account for additional hours outside of the classroom while on placement, schools are required to afford this opportunity to PME students.

PME Placements in St Vincent's

St Vincent's has long supported Universities and trainee teachers by allowing placements to be undertaken in the school. Annually, approximately, five PMEs will schedule a placement within the school and are facilitated in the timetable. The number of PMEs taken on an annual basis is subject to change and is at the discretion of St Vincent's school management.

Long-standing links to DCU (we are one of a number of DCU Access Programme Link Schools) has seen a relationship develop with the School of Education in DCU and several student-teachers from DCU are facilitated annually.

However, it must be stressed that ***ALL Universities have been and will continue to be allowed to apply for placement opportunities in St Vincent's.***

St Vincent's places a high level of importance on supporting individual PMEs while on placement within the school. Each PME will have a co-operating teacher for their classes and are encouraged to work with the co-operating teacher to ensure that the PME is supported in their role and to ensure the continued excellence in teaching and learning continues for the students.

PMEs, while still trainee teachers, are expected to adhere to ***the Code of Professional Conduct for Teachers (Teaching Council, 2012); Child Protection Procedures for Primary and Post-Primary Schools (2017); Children First Act (2015) and the Education Act (1998)*** whilst on placement within the school.

St Vincent's is also bound by the requirement of the ***Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting*** when choosing a PME candidate for placement purposes.

PME students are also required to familiarise themselves with the Policies that exist within the school and to adhere to the practicalities of these policies. PME students will be treated as a full-member of staff, with due care and consideration given to their role as a PME student.

Every effort will be made to timetable PME students for classes other than those sitting State Exams in the year of the placement – this is not designed to discriminate against the PME student but rather to reflect their position as a trainee, rather than a fully-qualified, teacher.

Additionally, St Vincent's works with each PME student to ensure that they are not scheduled for work that is not a requirement of their PME Programme. Additional work requested of the PME student is done with the consent of the PME student and after consultation with school management.

Process for Choosing PME students for Placement

PME students are required by their University to make every effort to secure their post-primary school placement themselves, however, each of the Universities will assist students in this regard. On occasion, the University may contact St Vincent's and enquire about securing a placement for a student.

PME students contact St Vincent's (traditionally via email) and request consideration for a placement in the school, outlining the requirements for their programme.

It is the role of the school management team to assess each PME student's application on an individual basis based around the needs of the school and suitability of the placement with regard to existing curricular provision and timetabling considerations.

Management will then make contact with the PME student and schedule a face-to-face meeting with the PME student with the view to finalising the details of the placement. The school management will then make a decision on the candidate's application.

If the candidate is successful they will be contacted by school management to confirm the placement. It is then ***the responsibility of the PME Student to contact their University to register the details of the placement in St Vincent's*** and to arrange the necessary documentation required.

Support for PME Students in St Vincent's

PME students will be supported in their work experience placement in St Vincent's in a variety of ways. School management will adapt supports for PME's based around emerging needs.

PME students will be supported by *(this list is not exhaustive, nor definitive, and will be subject to change based on individual PME student's needs)*:

- Each PME will have an induction period where school policies and procedures are made known to them. PMEs will also be supplied with the **St Vincent's Teacher's Handbook**.
- Each PME will be given a St Vincent's Email account and access to the school's student database (VSWare) to allow them to function as required from a teacher's administration perspective
- Each PME will be facilitated in a period of 'shadowing' of experienced teachers (a requirement of their PME Programme)
- PMEs will be allowed to attend St Vincent's Staff Meetings and in-house CPD and Subject Department meetings
- PMEs are required to attend Parent-Teacher Meetings for classes for which they are timetabled (in consultation with support teachers)
- PMEs are also required to correct assessments for classes they are timetabled for (in consultation with support teachers)
- Each PME student will have a supporting teacher for each of their timetabled classes. This teacher will work with the PME student to plan classes and to offer support and general advice about teaching
- School Management will schedule regular meetings with each PME to ensure the needs of the PMEs are being met and that they are fully supported in their role as a PME student teacher.
- St Vincent's management will make every effort to meet with PME student's Supervisors/Inspectors to discuss their progress and ascertain how best the school can support the PME student.
- St Vincent's will make every effort to accommodate PME students, should their University Programme require them to be absent from a scheduled day of tuition in the calendar.
- It is the responsibility of each individual PME student to inform their University Programme/Supervisor/Inspector of instances when their scheduled timetable in St Vincent's is changed (for example, due to a class trip/match etc) and to inform said bodies of any school closures.

This ***Professional Masters in Education (PME)*** Policy was adopted by the St Vincent's Board of Management on (*Date of BOM Meeting*)

Signature:

(Chair of Board of Management)

Date for Review: