



Knocknacarra Educate Together  
National School

# Staffing Allocation Policy

*This policy has been formulated by Knocknacarra ETNS to establish guidelines regarding the determination of class assignments to teachers and assigning responsibilities to Inclusion Support Assistants.*

## Contents

|  |   |
|--|---|
| Introductory Statement and Rationale.....    | 1 |
| Aims.....                                    | 1 |
| Guidelines.....                              | 1 |
| Teachers .....                               | 1 |
| Inclusion Support Assistants .....           | 1 |
| Procedures.....                              | 2 |
| Review and Monitoring .....                  | 2 |
| Ratification by the Board of Management..... | 2 |

## **Introductory Statement and Rationale**

Knocknacarra Educate Together National School is a primary school which operates under the ethos of Educate Together which is based on the following principles: equality-based, co-educational, child-centred and democratically run. As a child-centred organisation, decisions should always be guided first by what is deemed best for the pupils of the school. As a democratically run learning community, consultation is a core aspect of decision-making, including determining the allocation of responsibilities among staff members. Rotating staff ensures the sharing of knowledge and the establishment of whole-school approaches to learning and teaching.

## **Aims**

This policy:

- identifies criteria used to make decisions regarding staff allocation;
- establishes staffing allocation procedures that promote fairness and transparency; and
- confirms responsibility for staffing decisions and explains communication procedures.

## **Guidelines**

### *Teachers*

- There will be an opportunity for staff members to teach at all available levels.
- Teachers who are parents will not teach their children.
- Job-sharers may teach all classes except Junior Infants.
- Teachers may teach the same standard for a maximum of 5 years, in ordinary circumstances. Likewise, when possible, teachers will have the opportunity to remain teaching the same standard for more than one year, depending on other requirements in the school.
- Where possible, teachers won't teach the same group of children for more than 2 years during the children's eight-year career in the school.
- Special education teaching posts, including shared posts, will be assigned in the same manner.
- For determining teaching assignments, the following criteria will be used in this order:
  1. Requirements, as specified above, for job-sharing or not teaching your own children.
  2. Newly qualified teachers (NQTs) who have not completed their probation will be placed in a mainstream classroom.
  3. Pupil needs that are present and matching teachers' skills accordingly.
  4. The need for a teacher to be in a supporting teaching role to complete specialised training.
  5. Teachers who have completed additional training related to support teaching or who are committed to complete this training will be given priority for support teaching posts.
  6. Teachers' personal preferences, when possible.
  7. The length of time in the current standard or post.

### *Inclusion Support Assistants*

- ISAs will normally be assigned to work with specific children who require support related to primary care needs. The school's allocation will be used to best meet the needs of all children granted access. In some cases, more than one ISA will be timetabled to support an individual child.

## Staff Allocation Policy – Knocknacarra Educate Together NS - 2021

- The timetabling of ISAs will be done with reference to professional reports and needs statements and in consultation professionals such as psychologists and occupational therapists.
- Normally, ISAs will remain working with the same child for more than one academic year to help with transitions and to build a strong rapport.
- In normal circumstances, ISAs will re-assigned to work with different children after a maximum of three years, dependent on the school's ISA allocation and any expert knowledge or training received.
- The ISA allocation and timetabling will be open to review at any time in order to best meet the needs of children.
- The following priorities will be used to determine ISA allocation and timetabling:
  1. The identified needs of pupils balanced with the training and experience of ISAs.
  2. The need for rotation as best practice for children, taking into consideration how long an ISA has been supporting a child.
  3. General considerations related to timetabling for support teaching.
  4. The preferences of ISAs for full-time or part-time positions and timetabling.

### **Procedures**

- Staffing allocation is reviewed on a yearly basis and is completed as soon as possible, though it is dependent on the recruitment process
- The principal will meet with all staff to discuss preferences for staffing allocation. The principal may also distribute a questionnaire to request preferences.
- As much as possible, staff members' requests are accommodated, with the process grounded in compromise and reaching a consensus, though the final decision rests with the principal.
- Ideally, the staffing allocations will be determined by May or as soon as possible if there are delays related to recruitment. The Board of Management will approve these decisions.
- As soon as staffing assignments are confirmed, this is communicated to the school community through the newsletter and website concerning teachers and by letter or verbal communication to individual parents regarding ISA allocation.
- As the mainstream classrooms are generally the same size, children will normally move to a new classroom each academic year. Support teachers will use flexible learning spaces which may need to be shared depending on the school's accommodation.

### **Review and Monitoring**

This policy will be reviewed by the Board of Management before 2024 or earlier if the need arises.

### **Ratification by the Board of Management**

Originally ratified in 2021, this revised policy was ratified by the Board of Management on the date below. The policy is given to staff members during induction and is available upon request.

Paul Adams, Chairperson

Date of ratification: 17/11/2021