



*St. Joseph's B.N.S.,
Terenure,
Dublin 6.*



Green Flag School

*Ph.: +353 1 4906905
089 2510954*

*Roll No: 09750 S
RCN: 20116439*

office@stjosephsterenure.ie

Work Experience Policy for Second Level Students

The Board of Management and staff of St. Josephs BNS are willing to provide opportunities of work experience for second level students from the wider school community. The following are the procedures under which this work experience can take place.

- Places will be given on a priority basis to former pupils of the school who must apply between 1st September and 30th September inclusive, of the academic year they are seeking the work experience for. Thereafter places will be opened to the wider secondary-school community on a first come first served basis. Applicants should email office@stjosephsterenure.ie requesting a placement.
- Places will be given for a period of not more than 1 week in duration, except in exceptional circumstances.
- Only two participants at a time will be accepted on a work experience programme, except in exceptional circumstances.
- 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.
- Students must always be respectful of all members of staff, Board of Management, parents, and pupils - their actions and language while in the school must be always exemplary and of a professional nature.
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school and are 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, secretary, or whichever staff member has been designated to supervise their duties.
- All matters pertaining to the staff, Board of Management, Parents Council, pupils, or parents within the school community must be treated with the utmost confidentiality. Any breach of this requirement will be seen as a serious matter and your 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 student themselves.
- The pupils and staff will be expected to treat students on work experience programmes with respect always.



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- 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.
- Duties can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the teacher, office staff or Principal.
- If a student wishes to leave the workplace during the school day, he/she must seek permission from the Principal in advance.
- The school reserves the right to contact the college of the work experience student to ascertain whether that student is suitable for a placement in a primary school.
- All students must sign an agreement in advance of starting (see below). The agreement can be terminated at any time at the discretion of the Principal/Board of Management
- A timetable will be drawn up for each student, but he/she will be expected to be flexible in how they work.
- Any absences must be notified in advance to the school.
- The dress code is 'smart casual'.
- The usage of smart phones (or similar devices) is not permitted during school hours except during lunch break and in assigned places.
- Recordings, footage, or photographs are not to be made/taken at any time on the school premises during the work placement week.

Chairperson, BoM

Date



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Work Experience Agreement for Second Level Students

I agree to participate in a work experience programme in St. Josephs BNS on the following dates: _____.

I agree to be in the school by _____ am and to remain until at least _____ 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 have read the Work Experience Policy provided by St Joseph's BNS.

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: _____