

## St. Joseph's National School

### Guidelines for Jobbridge Personnel

The duties of the person engaged in work experience are agreed following consultation with the class teacher and Principal. These duties will be reviewed regularly. It is important that the person engaged in work experience should

- ◆ Respect for the professional role of the teacher and the statutory responsibilities of the Principal, Patron and the Board of Management is always an important consideration.
- ◆ Respect for the teachers in their professional capacity.
- ◆ Remember that discipline remains the responsibility of the class teacher.
- ◆ Work in conjunction with the teachers in a planned and co-ordinated way in fulfilling their duties.
- ◆ The happiness, welfare and safety of our children are our primary concern. A child's personal history and academic achievements **are strictly confidential**. Any doubts about issues of confidentiality must be discussed with the principal.
- ◆ The highest standard of behaviour and language is expected.
- ◆ Punctuality and consistency are crucial.
- ◆ The school ethos must be upheld at all times and it is important to keep in mind that the school is Catholic, child centred and democratic. Consequently, respect for all the partners in education - children, teachers and parents - must be upheld at all times.
- ◆ **Work Experience personnel take an active role in the supervision of yard duty -10.55 – 11.10- little break – and big break at 12.30 – 1.00 every day. They will have their breaks at 10.45 – 10.55 and from 12.00 – 12.30 in the Staff Room.**

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I have read the policy document on Work Experience and agree to abide by the guidelines.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_