Teaching Practice Placement/Applications

At this point you only need find a school for Year 1 and should check exact details with the Education Dept that made the offer

TCD  Year 1 - For this year student’s who have already arranged a placement school can go ahead with this, otherwise the Education Dept in TCD will organise placement through their School Placement Co-ordinator.  
Year 2 - organised by the TCD Education Dept, School Placement co-ordinator

NUIM  Year 1 Students find their own school  
Year 2 Students find their own school - a different school from Year 1

UCD - Year 1 Students find their own school  
Year 2, to be finalised – UCD may have a placement co-ordinator in place by then to do this - But keep in touch with the UCD Education Dept for clarification

NUIG Year 1 Students find their own school  
Year 2 Students are placed in a different school by the placement co-ordinator

UCC  Year 1 Students find their own school  
Year 2 students find their own different school but school selected must be agreed with UCCs Teaching Practice Placement Co-ordinator – (must be significantly different from your 1st school)

Contact Schools

Check with the university that has offered you the PME re details on when and where you can undertake teaching practice as each university has different requirements regarding teaching practice - this data should be on the websites of the Education Depts. in the various universities

A list of schools names, addresses and contact details are available via – www.education.ie/en/find-a-school - use this listing to source the name of the school principal for your cover letter (see below)

Students are advised to phone the school secretary indicating that they have been offered a place on the PME in …. (state which university) and would like to enquire if the school takes students for teaching practice.

Students need to find out
- To whom they should address their CV and cover letter
- When interviews are normally held
- When will they know if they have secured a teaching practice place

CV & Cover Letter

- Prepare a CV using our recommended samples – http://careers.nuim.ie/resources  
  Click on Sample CVs (NUIM log-in needed)

- The cover letter can be divided into four paragraphs – see below.

Every effort is made to ensure that information is correct at time of going to print but it is essential to check all details at source before making decisions.
Sample cover letter layout for teaching practice

Your name,
Address line 1,
Address line 2 etc.

Person to whom you are sending CV
Their address line 1,
Their address line 2 etc.

Date

Dear – insert the principal’s name

Re: Teaching Practice – Teaching Subjects …..list your teaching subjects here

Indicate that you are following up on your phone call with the School Secretary (or the person you originally spoke to) in relation to applying to the school for a teaching practice placement at (name the school). State in which university you will be studying the PME and give details of your teaching subjects.

Say why you would like the opportunity to complete your teaching practice at (name the school) – have a look at the school website – find out a bit about the school – large, small, mixed, single-sex, offers transition year, large range of extracurricular activities? Or was this you your own school?

Indicate what you will bring to the school – highlight your useful skills and experience e.g. in team-working, you strong communication and organisational skills, your ability to work to deadlines and give examples of how you used these skills in the past, whether in classroom observation, in you voluntary work, involvement in sports, part-time jobs etc. Show your enthusiasm for teaching your chosen teaching subjects. Do you have any extra-curricular activities or interests – indicate that you would be willing to become involved in extracurricular activities in the school.

Indicate that you are available for interview at their convenience.

Yours sincerely,

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Type your name in here and remember to sign above the line, if sending by post.