

# CUSU School Placements

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ACADEMIC YEAR 2021-22

CUSU Employability

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## Welcome to the CUSU School Placement

Thank you for thinking about joining School Placement Programme, which is part of our Employability Team at Coventry University Students Union. Our aim is for our students to gain experience that will support their progressing into their chosen career.

We always have students interested in teaching or youth work and we want to give them experience in Primary, Secondary and Special Needs Schools to enhance their future. Our students are either required to complete a placement for an Add+vantage Module (a 10-credit mandatory employability module) or a General Placement (no academic requirements).

## Key information

### Before Placement

Students will be given basic training before commencing their placement with you. These sessions include general information about their chosen project, what will be expected of them whilst they are on placement, classroom conduct and an overview safeguarding policies.

All students will have an Enhanced Disclosure and Barring Service Check before starting their placement (funded by our department) but should your school/college require the DBS certificate be completed by your school, let us know when you sign up to the scheme.

Once we have notification that our student has received their DBS certificate, we will email you with details of the student and placement. CUSU Employability do not receive the actual certificate, but students are required to bring this to their induction meeting with you and the Placement Supervisor will be required to confirm this on the **Induction Form**.

### School Induction

Whilst our students will have received basic training before starting their placement they will also require a School Induction to ensure the expectations of your school are instilled with them. We expect placement supervisors to offer students an induction within the school, which should include:

- An introduction to relevant teaching staff they will be working with
- A tour of the school (at least the department the students are working in)
- Guidance on their role whilst on their placement
- Access to resources to support the experience they will be having in the classroom
- Other essential information e.g. dress code, health and safety, child protection and safeguarding procedures, school expectations etc.

### During Placement

Most of our placement students are undertaking a school placement as part of an accredited module within many degree disciplines, so it is important that they carry out activities as specified in the project brief as self-reflecting tasks will form part of their overall assessment. We can provide you with the outcomes of the module if requested, so you can understand what the students are working towards.

It is vital that all staff supporting our students understand that the student tutors are not on a teacher training course, and should not be left in charge of a whole class although small group activity is acceptable.



## Types of placements

### Student Tutoring

Students commit to 20 hours, over 8-10 sessions (September - April: dependent on start date) with classroom support in their chosen subject under the guidance of the class teacher. Tasks can include:

- Support day-to-day running of the classroom
- Develop materials, and activities to enthuse your pupils
- Delivering small group activities
- Supporting pupils individually

Students can choose to assist in the subject they are currently studying bringing a new level of expertise to the classroom, whilst others choose to undertake the placement to gain experience in preparation for a PGCE.

### Literacy Support

We ask our students to commit to an hour a week for 8-10 weeks, to support a Primary school pupil on a one-to-one basis with their reading. They are not expected to teach pupils how to read but work with them to improve their reading confidence, ability, and fluency through regular reading support.

Schools are asked to select pupils that need the additional support and whom they believe will benefit most from the experience. They are also asked to provide a quiet, supervised area that the activity can take place in.

### International Language support

We will aim to support you with any language support you need for your school by recruiting multi-lingual students according to your needs. Our Language Supported will be native or fluent and can support pupils one-to-one, with small groups or generally 'floating' in the class with oral development, and cultural understanding.

### Extra-Curricular Clubs

We have students with a myriad of special interests, hobbies and sport. Some of our successful extra-curricular clubs have been creative writing, arts and crafts and Code Club. Our students will commit 1-2 hours a week for 8-10 weeks.

### School Inspired Projects

These placements are led by the request made by our schools, so if you have any ideas for activities linked to national events and cultural observations and we can provide students to support you. Previously we have arranged school based art projects, after school events, and sports days.

We need to know about your event 12 weeks prior to the date to arrange support.

## Frequently Asked Questions

Hopefully the information above has given you all the information you needed to decide whether to join our Placement Programme, but just in case here are some frequently asked questions.

### How many students can I have?

This is entirely up to you, but whether you want to start with a small number of volunteers and build up to more we will be there to support your school's needs.

### What types of activities can the students undertake?

Our students are not trainee teachers so they should not be expected to teach an entire class, instead it is advised you are guided by the individual student's confidence. They are usually most comfortable supporting pupils one-to-one or in small groups, but some students will develop confidence to be able to deliver activities to a class.

### Should students be in school all day?

Ideally students should be in school for 1 -2 hours per session, but we understand some circumstances require students' to complete longer sessions but this has to be agreed by both the school and the student. Before each placement commences the school contact will receive a confirmation email detailing the placement type and breakdown of the hours.

Some students may want to complete more than the recommended hours and that can be arranged between yourselves and the students, however where students are completing considerably more than the recommended allocation notify us so we can keep a record.

### What should I do if I am not happy with the way a student is performing?

In the first instance email us detailing your concerns so we can work through it together and address these issues. It is better to contact us with a small issue that we can resolve than to wait until the problem has escalated. You always have the right to withdraw a placement, should there continue to be signs that the placement is not going as it should.

### Do I have to provide any evidence of engagement?

Students are required to complete a time sheet to record their hours and to keep a record of activities for the reflection required in their assessment, but this does not need to be "signed off" by the school. However, should you experience any problems with engagement or failure to attend for an agreed session notify the team as soon as possible.