



1 Working in a classroom



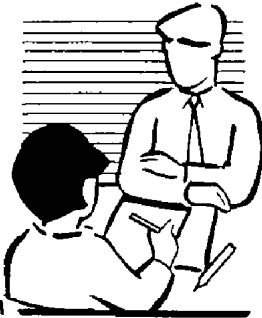
2 Observing staff



3 Assisting teachers and ancillaries



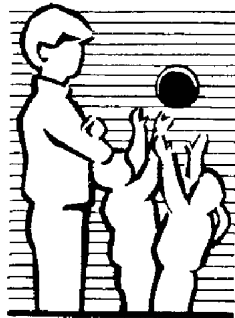
4 Reading to and with pupils



5 Interviewing staff



6 Preparing art and play materials



7 Observing pupils at play



8 Supporting pupils with their work



9 Talking to pupils



10 Helping to keep work places tidy

NAME \_\_\_\_\_

FORM \_\_\_\_\_

PLACEMENT \_\_\_\_\_

# Work Experience IN SCHOOLS



Work Experience Learning Framework  
for Pre-16 Students

## Questions to ask

### 1 *Background to the school*

- a. How many pupils at the school? Where do they come from?
- b. How many staff are employed? What types of job do they do?
- c. How is the school managed?
- d. What information does the school put into its prospectus?

### 2 *Organisation of the School*

- a. What are the main departments in the school?
- b. What is the schools' admission policy?
- c. What are the rules which pupils need to know and follow?
- d. What help do teachers receive in and out of the classroom?

### 3 *Working conditions*

- a. What rights and responsibilities do staff have?
- b. How are disagreements resolved?
- c. What do teachers do in the long holidays?
- d. Is there a registered trade union or staff association?

### 4 *Employment in education*

- a. How do you become a teacher?
- b. What responsibilities do teachers have?
- c. How do you become a headteacher?
- d. What other jobs are there in schools? What qualifications do they require?

### 5 *Health and safety*

- a. What health and safety rules do staff need to be aware of?
- b. What are the most common types of accidents in the school?
- c. What happens when there is an emergency?
- d. Do staff receive any special training to deal with emergencies?

### 6 *Children care*

- a. What is important to know about child care in schools?
- b. What is meant by the term '*in loco parentis*'?
- c. Do many parents complain? What about?
- d. How are parents complaints dealt with?

### 7 *Equal Opportunities*

- a. Has the school a policy for equal opportunities? If yes, what does it state?
- b. Do pupils have any rights?
- c. Can anybody come to this school?
- d. Is there a complaints' procedure for grievances?

### 8 *Administration*

- a. What administrative systems are used?
- b. How is the school funded?
- c. How are records on pupils kept?
- d. Which outside organisations regularly visit the school?

### 9 *Health promotion*

- a. How does the school promote health education?
- b. Who visits the school to promote health education? What do they do?
- c. How is healthy eating promoted by the school?
- d. Does the school have a drugs education policy? What does it state?

### 10 *The future*

- a. What changes do you expect to take place in the next ten years?
- b. How do you think schools will react to those changes?
- c. Are your pupil numbers expected to rise or fall? What will happen if they do?
- d. What are in the School Improvement Plans for the next 5 years?

