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All headings and paragraph text is Times New Roman, Size 12

All headings have a paragraph border, are in bold and centered.

Work experience diary

Employment Details

Name: Joe Bloggs
Name of Employer: Mr. John Smith
Address of Employer: 5 The Square, Milltown, Co. Kerry.
Date of Employment: 09th February 2017-13th February 2017
Position of work placement: Classroom Assistant

Duties Carried out

- Assisted the Third Class with their reading.
- I did Arts and Crafts with Junior and Senior Infants.
- Worked on Maths with First Class for half an hour every day.
- Photocopied and laminated sheets for teachers.
- I did English with the Junior Infants.
- Typed up worksheets for the teachers.
- Music with the Junior Infants.
- Organised lunch time activities for the children.
- Helped the children get ready for hoe time putting on their high viz jackets.
- Ensured the classroom was in order at the end of the day and helped the teacher prepare sheets for the following day's lesson.

Bullet points are consistent in the entire document

Reasons for selection

I chose to do my work experience in a Primary School to ascertain whether or not Primary School teaching was the career for me. I have always been interested in working with children as I've spent many weekends and holidays babysitting. An aptitude test I've completed has indicated Primary School teaching would be able for it, as I enjoy organising and supervising others. I enjoy explaining and presenting ideas and information and I have a great rapport with young children. I'm currently doing all the necessary subjects to gain entry to Primary Teaching, including Irish and English which I am taking at Higher Level. I had questions about the career and the work experience I thought would be the best way in answering these questions. I wanted to improve my communication and teamwork skills by going on this placement. I also wanted to improve the qualities needed for teaching such as understanding an patience. Therefore overall it was the perfect opportunity for me to test myself and get a greater insight into this career.

Day one

Date: 09th February 2017

Starting time: 9.15 am

Finish time: 3.00 am

I nervously arrived at the school gates at 9.15am where I was greeted by the principal Mr. Fell. First I was given a tour of the school and then introduced to Mrs O'Connor the Deputy Principal who would be my placement mentor for the duration of my work experience. Then I was taken to through the safety procedures with the principal and I learned what I must do in case of an emergency. Mrs O'Connor requested that I call her Trish and showed me how to use the photocopier. This was the first skill I learned. I photocopied sheets for the Junior and Senior Infants and then I helped the first class with their Maths. I enjoyed them with their Maths as it gave me an insight into what being a teacher is like. I learned that patience and understanding are two main qualities needed to teach primary school students.

After break I did Art with the Junior and Senior Infants. I enjoyed this as group work allowed me to get to know the students better. I then helped the teacher hang up the students' artwork on the wall. I got along well with the teachers. They were all very helpful. After lunch I went into the Fourth and Fifth classroom and listened to the students reading aloud individually. Later I helped them with their Geography. I liked doing this as it was nice to work with the older students in the school. I then did Music with the First Class. I discovered that music skills are useful to be a teacher as she played the tin-whistle and accordion for the school. I showed the class how to play different instruments and I then helped the teacher to create a dance routine for a song. I really enjoyed this as it was a lot of fun.

I enjoyed my first day in the school. I got to experience what it is like to be a Primary School Teacher.

Analysis of Performance

- I enjoyed my first day. I discovered that patience is an important quality needed for teaching and I feel like the career would suit me as I'm a patient person.
- I feel like I've improved my communication skills today as I had to communicate with both adults and children.
- Today I learned how to use a photocopier, I was unfamiliar with this equipment but now I feel like I've mastered using the various functions of the copier.
- I think the teachers are happy with my days experience, I was able to carry out all the tasks they requested of me and I got on very well with everyone.
- I enjoyed he buzz and energy of the day changing from subject to subject and I believe planning and organising and time management are essential skills to be an effective school teacher.

Day two

Date: 10th February 2017

Starting Time: 9.15am

Finishing Time: 3.00pm

I arrived at 9.15am. I went into Junior and Senior Infants' classroom. First I helped the Senior Infants with their Maths, I then helped the Junior Infants with Maths afterwards we worked on arts and crafts. Today I was a lot more confident and this allowed me to communicate better with the students. I enjoyed working with these classes and I learned a lot about how to teach different age groups. I discovered that more patience is needed for the Junior Infants. After break I went into Fifth/Sixth classroom. Here I helped students with their Irish questions then I watched them as they performed a drama. I liked working with the older students as I found it easier to communicate with them. I was then shown how to use the laminator and I laminated sheets for the teacher. Afterwards I worked with a girl from Fourth Class on her own as she doesn't do Irish. I helped her to describe pictures in her English book and I helped her with her History questions. I learned a lot from teaching and working with this girl. I learned that a teacher must work at a student's own pace and develop methods of differentiation in their teaching. A lot of understanding is required for teaching young children. I benefited from working with this girl as it improved my communication skills. Having Trish as a mentor was a great help as I was able to call on her at any time to clear up confusion. After lunch, I wrote the Junior Infants' homework down in their diaries and I photocopied sheets for the teachers. The Third Class then went down the hall with their teacher and I got a chance to teach the Second Class students on my own for an hour. I was nervous at first but I enjoyed working with them. I corrected their work and I helped them with their English. Then I helped them to choose books from the library and I read a book to them aloud. I enjoyed doing this and it was nice to teach on my own as it gave me an insight into what a career in Primary School teaching is really like.

I enjoyed my day and I feel like I'm improving at working and communicating with the children. I have become more efficient at using equipment in the school too.

Analysis of performance

I think I communicated better with the students today as I was more confident. I also got to work with a student on her own and I feel like this has improved my interpersonal skills.

I am happy with the fact that I got to teach students on my own today. Initially I was nervous as I thought the students wouldn't pay attention to me, but by speaking softly and clearly and by using simple language they all sat quietly, listened and asked questions. This has improved my leadership skill and teamwork skills.

I was very happy overall with my performance. I learned that communication skills are critical to be an effective school leader. This experience also improved my personal skills of adapting easily to new challenges, taking initiative in a situation and being independent.

Day 5

Date: 13th February 2017

Starting Time: 9.15am

Finishing Time: 3.00pm

I arrived at 9.15am. First I did Maths with the Junior Infants. I learned that you also need to be creative to be a Primary School teacher in order to make learning fun. Today I helped to teach the students different shapes during the Art class. I thought this was a very clever, fun way of teaching Maths. I helped the students to draw and cut out different shapes to make a house. This took a while because I had to watch over all the students carefully while they were cutting in case they hurt themselves. Then I helped the teacher to hang up the houses on the wall. I have improved my teamwork skills while on this work placement and now I find it easier to work with the teachers. After this I set up the painting room for the Junior and Senior Infants. I helped them to put on their aprons and got involved as they painted, chatting with the students about what they were painting. Afterwards, I helped them to wash their hands and I cleaned up. I had a lot to do and I was never bored. After lunch I covered books for Sixth Class and I typed out and printed off letters for parents. Then I did Irish with the First and Second Classes. I split them into groups and I played Irish board games with each group. I liked this because it was a fun way of teaching the students Irish. I then went into Fifth Class and I worked with one girl as she is Lithuanian and doesn't do Irish. I helped her with her English. I liked this because I learned how difficult it can be for students from different countries to fit-in in school. I learned how to communicate with her, trying my best to help her work easier. I then typed out song sheets for the upcoming Holy Communion improving my IT, this will help me with my school work in the future. I then sadly said goodbye to the students in the school and shared chocolates with the children in the junior classes. I got cards and a gift from the staff in the school and got great encouragement to follow this career path. Trish was especially supportive and made my experience a very positive one. I really enjoyed my experience in the Primary School. I have improved my communication and teamwork skills greatly while in this placement. I will definitely consider Primary School teaching as a career in the future.

Analysis of performance

Today I improved my typing skills and my computer skills I feel like this will benefit me in school in the future.

When doing Arts with the students, I learned that safety is a major aspect of Primary School teaching. I feel like this insight will benefit me in my future career as a Primary School teacher.

The Junior Infants informed me that I had improved on my creative skills during my time on the work placement and I am happy about this.

I feel like I've improved on my organisational skills today and I had to split students into working groups and because I typed out Holy Communion songs and printed and laminated them.

Evaluation

I really enjoyed my time at Nagle Rice. I found it helped me decide whether or not I would like primary teaching. On completion of my work experience I realised that teaching does interest me, I will consider choosing primary teaching as a future career. I do not know that I am capable of establishing a good relationship with the students, I'm prepared to take on considerable responsibilities, I have infinite patience, a sense of humour and I am confident that I can communicate knowledge and in an interesting way.

I want to pursue my Primary Teaching training in Mary Immaculate College in Limerick as Trish and some of the teachers in Nagle Rice highly recommended it as an excellent course.

I have gained various skills and knowledge as a result of my work experience.

As a result of my work experience I've realised how much I really enjoy working with young children. This has helped me with babysitting my younger cousins and also when I baby-sit in the community. In school it has helped me to look out for first year students and offer my help where possible.

I feel I have improved my leadership skills as a result of my work experience, this is a necessity when teaching younger children as one has to lead by example. I now feel that after my work experience I can take control of situations: at home guiding my younger siblings; in school with students in younger classes and in the community with younger people when I help train the under-10 girls football team and in my capacity as a volunteer with Skellig Stars an organisation for the physically and mentally challenged.

I have also improved my ability to motivate myself and others. I have adapted this skill at school with class work and at home with my study plans. I have adapted this skill at school with class work and at home with my study plans. I have also applied it in the wider community again with the group Action for Young people to participate as much as possible in all activities.

I felt my organisation skills were greatly enhanced. I was very happy that I got the opportunity to help students and staff with their work. I hope that my organisation skills will help me to prepare a worthwhile home study programme so that I can study towards achieving the grades necessary for entrance to the Bachelor of Education Degree in Mary Immaculate College, Limerick.

I also learnt that communication skills are critical to be an effective teacher. I feel that this skill has helped me immensely in school with my teachers, at home with my parents and younger siblings and in the community with my friends, team-mates and part-time work colleagues.

I highly recommend work experience in an area of interest as it helps one in their career choice and gain a variety of new skills. This was a very rewarding experience for me to watch the children develop in the learning environment I had a role in creating for them.