



Sonraíocht Poist - Ionadaí ranga

Job Description – Class Rep



A class rep serves a primary role in maintaining good communication between Coiste na d'Tuismitheoiri and parents/guardians.

If a parent has a concern regarding their child or school management issues they must contact the class teacher/principal directly to discuss these matters.

- A class rep is an “ambassador” for the Coiste and liaises with the parents in their class by keeping them informed of all Coiste activities and events.
- A class rep helps in the organisation of Coiste activities and events
- A class rep actively engages their class’s parents in volunteering when help is needed for Coiste activities and events.
- A class rep is a channel through which parents/guardians can forward their ideas for fundraising and social events to the Coiste.
- In order to share the load and offer effective support there should be a minimum of 2 class rep’s per class - ideally one parent with a daughter in the class and the other with a son.
- A class rep needs to be enthusiastic and able to liaise with others effectively.
- The Class rep may be asked from time to time to attend meetings with the Coiste and other class reps in order to discuss/plan the organisation of Coiste events.

Class lists and contact details:

- Class reps will have access to contact details for the parents/guardians of children in their class only.
- **PRIVACY NOTE:**
 - The content in these class lists (email addresses & mobile numbers) are to be kept secure and used specifically to facilitate effective Coiste/ Parent communication. These lists are not to be used for any other purpose.
 - We trust that each Class Rep will respect the privacy of all of our families here at Gaelscoil Thaobh Na Coille.
- **GAEILGE** – first and foremost we are a gaelscoil, please ensure that Gaeilge is used in all communications. The Coiste are on hand to help with translations if required.

Please note :

- A class rep does not act independently of the Coiste
- Class reps do not organise any fundraising activities on behalf of the school.
- Class reps do not organise any activities or social events without consulting the Coiste to gain permission to do so.
- Class reps are reminded that their role is to communicate with parents/guardians regarding Coiste activities only and all other concerns are a matter to be raised with the school staff/principal