

# JCT Workshop: Management Resource Elective

**Date: 16<sup>th</sup> October 2018 **POSTPONED****

**Time: 5.00pm - 7.00pm**

**Venue: Mayo Education Centre**

This is a 2 hour information seminar designed for Post-Primary teachers who have been allocated management resource hours for Junior Cycle.

Teachers who have a post relating to Junior Cycle may also be interested in attending.

This seminar will

- Examine relevant Circular Letters relating to Junior Cycle
- Explore how teachers with these hours might support school management with the following
- Planning, communication and organising substitution for teachers attending in-service
- Scheduling of in-school CPD events and liaison with JCT in planning visits
- Overseeing the scheduling of SLAR meetings
- Liaising with the coordinators of SLAR meetings;
- Overseeing the new Classroom-Based Assessment (CBA) reporting procedures for subjects, L2LPs and Short Courses to parents/guardians.
- Organising administration of the Assessment Task and making the necessary arrangements for returning the Assessment Task to the State Examinations Commission

**\* Please bring a Wi-Fi enabled device e.g. Laptop or Tablet\***

**Book online at [www.MayoEducationCentre.ie](http://www.MayoEducationCentre.ie)**