

St. Joseph's N.S., Leitrim Village, Roll No: 01125B

Draft Job Sharing Policy

A member of the permanent teaching staff of St. Joseph's N.S. may apply to work on a job sharing basis under the conditions set out in Circular 11/03, 30/03 and 75/15. The following points outline additional factors influencing any job sharing arrangement:

1. As a guiding principle, the welfare & educational needs of the children will be the underpinning factor in all issues around Job Sharing. Teachers applying for job sharing arrangement will be interviewed individually to assess the viability of their proposed arrangement. (Circular 75/2015 par 2.3)
2. The maximum number of applications for Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year shall not exceed five (Circular 75/2015 par 2.4) except in exceptional circumstances (Circular 10/2011).
3. Both teachers shall present, along with the principal teacher, an information session for parents explaining the strategy employed to manage, teach & assess the class through a Job Sharing scheme. (Circular 75/2015 par.2.5)
4. In consultation with the Principal both teachers shall prepare together a full year's work-plan as well as a weekly/fortnightly scheme for the class. (Circular 11/03 par.6.3) At the end of each week/fortnight both teachers shall complete a detailed report (Cúntas Seachtaine/Coicíse) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
5. Copies of the long-term plan, short-term plans and fortnightly reports shall be presented to the Principal Teacher at the appropriate times.
6. Together, both teachers shall prepare an agreed weekly and daily timetable.
7. Job sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall meet for a sufficient period of time after school to discuss and prepare the necessary handover.
8. As a general principle both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events shall continue to happen normally.
9. The two teachers shall work on the basis of week on - week off or a split week. (Circular 11/03 par.2.3(e)). This will be agreed between the teachers involved in the Job Share.
10. Both teachers shall be present for any scheduled parent/teacher meetings.
11. Teacher working on that day shall attend staff meetings.

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12. Teacher working on that day shall attend School Development Planning.
13. Teacher working on that day shall attend inservice training.
14. End of year school reports shall be jointly filled out by both teachers for each child.
15. The Board of Management reserves the right to terminate a job-sharing arrangement, in the event that it is not operating in the best interests of pupils and school. (Circular 75/2015 par 12.1)
16. Each job-sharing arrangement will be reviewed at the end of each school year.
17. All applications are subject to a qualified replacement teacher being secured by June 30th of the year of application. It is the teacher applying for job share responsibility to find a job share partner.
18. An application must be made to the Board of management, in writing before February 1st of the year in which the teacher proposes to take the Leave. (Circular 75/15 par 6.1) Application Form JS1 is available at the end of the Circular 75.2016.
19. Teachers may apply for job sharing positions on a joint basis. The B.O.M. reserve the right to decide on the pairings.
20. A teacher may make an application to share a wholetime post on a 50:50 basis or may apply to reduce their hours to 50% of a wholetime teacher. This amounts to 14 hours 10 minutes per week in the case of a Primary teacher.
21. There are two options for a job sharing arrangement:
 - a) Sharing a wholetime post: Two wholetime teachers in the same school apply to job share or in the case of interschool job sharing (primary schools only) where two wholetime teachers in two different schools apply to job share.
 - b) A teacher applies to job share and the employer is willing to recruit a teacher for the balance of the available hours on a specified purpose (fixed term) contract which will terminate at the end of the school year.
22. Applications will be considered by the B.O.M. from teachers where the Board employs the second teacher on a fixed term contract. If the application is successful, point 17 above shall apply.
23. A teacher who wishes to extend his/her job-sharing arrangement must apply for this extension on an annual basis. (Circular 75/2015 par 6.2)
24. A teacher on a career break or other approved leave of absence may apply to resume teaching duties on a job sharing basis. (Circular 75/2015 par 6.5)
25. The employer shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by 1st March at the latest. (Circular 75/2015 par 6.6)

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26. Taking account of the extent of arrangements to be put in place by the employer to cater for a job sharing post, the applicant should not be permitted to withdraw his/her application after 14th April, or from once the replacement teachers contract has been signed, whichever happens first. This should be included in the notice from the school to the teacher. (Circular 75/2015 par 6.7)
27. In exceptional circumstances if the applicant can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a job sharing scheme and/or an earlier return to full-time employment may be considered by the employer. However, such an application may not be considered beyond 1st November. (Circular 75/2015 par 6.8)
28. The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing. (Circular 75/2015 par 7.3)
29. It is not permissible for a job sharing teacher to engage in outside employment without the consent of the employer. It shall be a matter for the employer to determine whether or not any such employment is in conflict with their ability to carry out their duties as an employee of the school. If such a conflict is deemed to exist, the approval of the employer shall be withheld. (Circular 75/2015 par 9.2)
30. Where a primary school Deputy Principal is approved for job sharing he/she must relinquish his/her post of responsibility and the appropriate allowance for the duration of the job sharing arrangement. (Circular 75/2015 par 11.1a)
31. An Assistant Principal or a Special Duties Teacher may retain his/her post of responsibility allowance while job sharing provided the employer decides that the duties of the post can be performed in full. (Circular 75/2015 par 11.1b)
32. Teachers shall be notified in writing of the Board's decision.
33. Postholders who are job-sharing and who opt to retain the full postholder's allowance, shall attend all meetings relevant to that postholders duties, including I.S.M. and (if applicable) Senior Management Meetings.
34. Both teachers working in a job share arrangement will be entitled to take EPV days, subject to the duration of their Summer Course.
35. Both teachers working in a job share arrangement will be required to attend any Croke Park day(s) at the start of a school year. During the course of the school year teachers will complete Croke Park Hours on a pro rata basis, i.e. complete half the amount of Croke Park Hours.
36. Teachers working in a job share arrangement shall keep each other updated in relation to events in the school, staff meetings, Croke Park Hours, school planning etc. There will be a specific, named, tray in the classroom for copies of relevant information, documents for each teacher.
37. Teachers working in job share arrangement will undertake yard duty and supervision duties as on the rota.

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38. This policy is subject to annual review by B.O.M.

For more information, please read the following Department of Education and Skills documents

- Circular 75/2015
- Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools, Edition 1, 30th September 2016

Ratified by the BOM on: _____