

JOB SHARING POLICY: TEACHING STAFF

Introductory Statement

This policy was devised and formulated in accordance with the Rules and Regulations of the Department of Education and Science and the C.P.S.M.A.

Objective:

This policy has been drafted by the Board and staff of St. Mary's N.S. to clarify procedures related to the granting of leave in the school. Under the terms of this policy, due regard must be given to the capacity of the school to meet its obligations to its pupils (Circular 0054/2019) so that the welfare and educational needs of the pupils shall take precedence over all other considerations.

Aims

- a) To ensure the welfare and educational needs of pupils will take precedence in the implementation of this policy.
- b) To ensure that all the stakeholders (Staff, Board of Management and Parents) are aware of the Policy and of the procedures and structures in place facilitating the smooth operation of Job Sharing in St. Mary's N.S.
- c) To inform staff members of what is expected of them if/when engaged in a Job-Sharing Scheme.
- d) To facilitate the on-going smooth and orderly operation of the Job-Sharing Schemes.

Procedures/Guidelines:

In drawing up this Policy, the relevant Circulars from the Department of Education and Skills (DES) were consulted to provide guidance in relation to all matters pertaining to Job Sharing in St. Mary's N.S. and to ensure that the policy was in compliance with DES Guidelines. (Circular 0054/2019) All persons wishing to apply for Job Sharing are expected to familiarize themselves with the details of the Job-Sharing Scheme as outlined in Circular 0054/2019 from the DES (see www.education.ie), which circular is subject to review by the DES from time to time. This Job-Sharing Policy should be read and understood within the context of all current, relevant DES Circulars. The policy is specific to the needs of St. Mary's N.S. In framing the Policy on Job Sharing, the welfare and education needs of pupils took precedence over all other considerations.

1. Eligibility

1.1

All permanent teachers employed in St. Mary's N.S. with one year's service in a permanent capacity, are eligible to apply for Job Sharing with the exclusion of the Principal, Deputy Principal and Teachers on probation.

1.2

There is also a provision for a job-sharing arrangement involving permanent teachers and temporary teachers in cases where no permanent teacher was available to job-share in the teacher's own school. In addition to the conditions which apply in the case of the general job-sharing scheme, the arrangement is subject to the following conditions:

- a) the arrangement would apply for one school year
- b) the temporary teacher would be a fully qualified, probated, Teaching Council registered, Garda-vetted primary teacher with at least two years teaching service in the past.

- c) the temporary teacher would commit to the Job-Sharing Scheme for the duration of the full school year.
- d) if, for any reason, the temporary teacher left the Job-Sharing post, the permanent teacher would return to his/her teaching post on a full-time basis immediately. Teachers who are currently on secondment or are going on secondment cannot Job Share for the duration of the secondment. However, a teacher on a Career Break, Secondment, or other approved leave of absence may apply to resume teaching duties on a Job-Sharing basis.
- e)

2. Number of Teachers to be involved

- 2.1 The maximum number of teachers that may be involved in Job Sharing is **3** teachers. Of these 3 teachers no more than 2 teachers from either mainstream/ SEN Team can participate (i.e. 2 mainstream & 1 SET or 2 SET and 1 mainstream teacher in any given year)
- 2.2 In the case of multiple Job-Sharing applications priority will be given to applications from teachers from the staff of St. Mary's N.S. to job share together over Inter-school Job Share applications.
- 2.3 It should be noted that the Board of Management is under no obligation to approve Job Sharing arrangements and may as it sees fit refuse some or all applications at its absolute discretion.

3. Duration of Job-Sharing Arrangement

- 3.1 The minimum period for which a Job-Sharing arrangement may occur is one full school year.
- 3.2 However, the Board of Management reserves the right to review and– if deemed necessary– to terminate a Job-Sharing arrangement during a school year if the Board decides that the arrangement is not operating in the best interests of pupils (As per section 19.1 of Circular 0054/2019).
- 3.3: In the interest of fairness to all staff, the maximum period for which a job-sharing arrangement may occur is three years. Teachers will be required to apply on an annual basis.

4. Applying for Job Sharing

- 4.1 Teachers wishing to Job Share should submit the prescribed application form (attached to circular 0054/2019) to the Board of Management before **1st February** of the preceding academic year. Teachers already engaged in a Job-Sharing Scheme must also abide by this requirement on an annual basis.
- 4.2 A teacher who wishes to extend his/her job-sharing arrangement must apply for this extension on an annual basis (Circular 0054/2019) 5.

5. Approval of a Job-Sharing Arrangement

- 5.1 The Principal will be required to appraise the Board of Management in detail regarding a proposal to Job Share. Specifically, the Principal will be asked to outline for the Board: --
 - The extent to which the two proposed Job Sharers are compatible, co-operative, flexible, and complement each other's skills and professionalism.

- the levels of organizational and communication skills displayed by the proposed partners, as well as their attendance records.

5.2 The Board shall assess each Job-Sharing Application in accordance with the guidelines set out in the relevant DES Circulars and in accordance with the terms of this Policy, and shall give its formal decision in writing to the teachers not later than 1st March of the same year. In the event of applications being received in excess of the number of Job-Sharing places available in any school year, the Board of Management will adjudicate on the matter.

5.3 Taking account of the extent of arrangements to be put in place by the Board to cater for a job-sharing post, the applicant will not be permitted to withdraw his/her application after the 14th of April, or from once the replacement teacher's contract has been signed, whichever happens first. This will be included in the notice from the school to the teacher.

5.4 The Board will list the names of all teachers availing of job-sharing arrangements on the annual change of staff form. The job-sharing applications will be retained in the school.

6. Plean Oibre

6.1 When applying for a Job Share arrangement the teachers shall present a proposed plan (logistics) for the approval of the Principal by the 1st of June in the year prior to the job share commencing.

6.2 Curricular areas– The plan will outline the use of the combined talents of both teachers. The plan should also address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other) and how curricular plans, profiles, record keeping files will be made available for substitute teachers.

6.3 Non-curricular areas- The plan must address in an appropriate manner the following issues: - the need for an agreed methodology and an agreed approach to behaviour management and communication with parents. The plan should outline the frequency of hand over planning meetings/communications between the job share partners to plan and discuss their work. The plan should also outline the availability of the teachers for relevant Staff Meetings, and for relevant meetings with parents (Information Meetings, Parent/Teacher Meetings, etc). As soon as possible, the job-sharing timetable for the year should be shared with the principal.

6.4 The above will also apply insofar as appropriate to Special Education Team teachers involved in Job Sharing.

7. Class Levels/Teaching Duties

7.1 In deciding the class levels/teaching duties which may involve a Job-Sharing Scheme, the welfare and educational needs of pupils take precedence over all other considerations.

7.2 Special account must be taken of pupils who might be regarded as vulnerable or having special needs.

7.3 Job Sharing will be considered in relation to the following classes: **Senior Infants-5th class inclusive**. In addition, applications in the area of **Special Education** will also be considered by the Board of Management

7.4 The allocation of classes/teaching duties must take account of Job-Sharing applications and remains the absolute prerogative of the Principal.

8. The Time-Sharing Arrangement to be adopted

8.1 In deciding the time-sharing arrangements to be adopted the welfare and educational needs of pupils take precedence over all other considerations. The Board will only endorse the split week option.

8.2 Once a Job-Sharing Scheme has commenced, the Board– and particularly the Principal– is required to ensure that detailed short-term planning occurs between the partners. Record keeping is highly significant and an essential feature of Job Sharing, the monitoring of which is the responsibility of the Principal. Job Sharers are required to maintain a class diary and a pupil profile in which records of progress and important events should be noted.

8.3 Each Job-Sharing Teacher is required to be available for all relevant staff meetings, team planning meetings and relevant Parent/Teacher Meetings

9. Parental Involvement

9.1 The parents of the class(es) pupils involved with a Job-Sharing Scheme will be informed at an appropriate time that their children will be taught by Job Sharing Teachers in the following School Year. In the case of a Mainstream Class, this will normally happen in Term 3, by means of a letter to parents advising them of the decision. In the case of Special Education Teachers, parents will normally be informed at the beginning of the school year to which the Job-Sharing Scheme applies when the pupils concerned have been identified as meriting access to teachers of the Special Education Team.

10. Resignation while Job Sharing

10.1 The minimum period of a Job-Sharing arrangement is one full School Year. Therefore, a teacher cannot resign from a Job-Sharing arrangement to return to teach full time in his/her school during the course of the School Year.

10.2 A Job-Sharing Teacher who wishes to resign from his/her teaching post (as opposed to resigning from their Job-Sharing arrangement) must give the Board of Management (or Boards of Management where an Inter-School Job Sharing Scheme exists) notice in writing in accordance with the teacher's terms of employment. The remaining Job-Sharing Teacher must seek another permanent teacher to job share with or alternatively must resume full time teaching. The temporary replacement teacher should also be made aware that his/her appointment shall be terminated arising from the resignation of one of the Job-Sharing Teachers.

11. Appointing a Replacement Teacher

11.1 Once a Board(s) approves a Job-Sharing arrangement any consequential vacancy which arises in the school will be filled in a Temporary (Fixed Purpose) capacity with a fully qualified teacher subject to the requirements of the Rules for National Schools.

11.2 An exception arises in the event that one of the Job Sharers has been placed/is due to be placed on the panel for redeployment. In this instance, he/she may defer his/her panel rights to engage in Job Sharing. However, a consequential vacancy will not arise in this case.

12. Position regarding attendance at In-Service Courses (Including Curriculum Courses), Croke Park Days/Hours, School Planning Days and Extra Personal Vacation (EPV) Days

12.1 Job Sharing Teachers in St. Mary's N.S. will make arrangements to "cover for the other teacher" as the need arises during the school year, with both teachers working an equal total number of days by the end of the school year.

12.2 Job Sharing Teachers who attend In-Service Courses/School planning days on days they are not due to teach shall be granted leave in lieu of such Courses/Planning Days in respect of the In-Service Course Day(s).

12.3 Due to concerns about the total number of teaching days which would be lost if Job Sharing teachers were to avail of six to ten EPV days during the School Year, a Job Share arrangement will be allocated **2 EPV** days per teacher.

13. The arrangements and requirements regarding the following issues/responsibilities are outlined in current, relevant Circulars from the DES. These circulars should be consulted by teachers interested in becoming involved (or already involved) in Job Sharing Schemes to ensure clarity of understanding regarding same

a) Posts of Responsibility and Job Sharing; b) Resuming Full Time Teaching; c) Payment of Salary on Resumption to Full Time Teaching; d) Position regarding Reckoning of Service and Seniority for Job Sharing Teachers; e) Leave Entitlements; f) Bereavement Leave/Leave to Look after Sick Relative; g) Sick Leave; H) Maternity/Adoptive Leave/Parental Leave; I) Outside Employment; j) Superannuation

14. Supervision

14.1 Job Sharing Teachers shall engage in supervision duty with both teachers sharing one post.

Roles and Responsibilities

It is the responsibility of all the stakeholders (staff, parents and BOM) to familiarise themselves with the terms of this policy and to contribute positively to its on-going implementation within the school setting.

Evaluation/Review

This policy will be subject to evaluation/review on an on-going basis, but not later than the 2026/2027 school year and amendments may be made to the policy in light of—

- Feedback from the stakeholders
- The efficient and smooth operation of Job-Sharing Scheme(s)
- Benefits to the school arising from the implementation of the Job-Sharing policy.
- Revised/New DES Circulars and Guidelines. Review:
- This policy will be reviewed in two years' time.

This policy was ratified by the Board of Management on 7th January 2025

Signed: __Michael Farrell____ Chairperson Date: ____7th Jan 2025____

Signed: __Noelle Lane____ Principal Date: ____7th Jan 2025____

APPENDIX 1

INTER-SCHOOL JOB SHARING: ADDENDUM TO IN-SCHOOL JOB SHARING POLICY

A. If a member of St. Mary's N.S. staff applies to Job Share with a teacher from another school but based in St. Mary's N.S., the following conditions (in addition to all the relevant requirements included in DES Circulars and as detailed in St. Mary's N.S. Job Sharing Policy) will apply re. the other applicant:

- a) a copy of the Teacher's Curriculum Vitae, relevant Inspector's Report(s), up-to-date references and names of referees will be required
- b) The teacher will be required to attend for Interview
- c) The outline proposed plan (logistics) should be submitted before 1st June of the preceding academic year
- d) The decision of the Board of Management in adjudicating on the suitability of the applicant for a Job-Sharing arrangement will be final.
- e) Each and every Job-Sharing arrangement shall be reviewed annually and the teacher from outside St. Mary's N.S. may be required to attend for Interview again if a further application to continue is submitted.

Additional matters re-Inter-School Job Sharing Scheme

- In the case of an Inter-School Job Sharing arrangement, appropriate consultation with the Board of Management of the partner school on all matters relating to the proposed arrangement will be an integral part of the processing of the application.
- The Board(s) of Management must process all Job-Sharing Applications during the month of March. Where an Inter-School Job Sharing arrangement is being entered into, the Board(s) must indicate the school in which the job-sharing teachers will be based (the Application Form contains a section in relation to this matter). The Board(s) must convey a decision in writing to the teachers before 1st April. The Board(s) must submit all approved applications to the Department before 10th April.
- The Board of Management of the host school for an Inter-School Job Sharing arrangement is considered to be the employer for both Job Sharers for the duration of the Job-Sharing period and the teacher should sign a Form of Agreement with the Board of Management.

B If a member of St. Mary's N.S. staff applies to Job Share with a teacher from another school but based in the other school, the other school will be considered to be the teacher's employer for the duration of the job share.

