

Job-Sharing Policy

Bennekerry N.S.



1. Introduction

This policy sets out the operation of the Teachers Job Sharing Scheme in Bennekerry N.S.. This policy was developed by the teaching staff and the Board of Management of Bennekerry N.S. The policy complies with Terms and Conditions of Circular 0054/2019. This policy should be read and understood within the context of legislation relating to the Job Sharing Scheme for Teachers which is outlined in Chapter 8 of Circular 0054/2019. [Circular 0054/2019](#) replaces Chapters Two to Eleven of Edition 2 of the “Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools” and replaces all previous circulars, memoranda, rules and regulations in relation to these leave types.

2. Rationale

Primary school teachers are entitled to apply for the job-sharing scheme to assist them in combining work with personal responsibilities and choices. This policy is specific to the needs of Bennekerry N.S.

3. Aims

- I. To ensure compliance with relevant legislation relating to the implementation of the Job Share Scheme for Primary Teachers
- II. To ensure educational progress of pupils is not affected by the job share arrangement
- III. To ensure the continued effective operation of the school where a job-sharing arrangement exists
- IV. To inform staff members of their duties in relation to the job-sharing scheme in Bennekerry N.S..
- V. To clarify issues in relation to the Job Share Scheme for Primary Teachers

4. Eligibility

A teacher may apply to job share where he/she

- I. is registered with the Teaching Council and
- II. will have satisfactorily completed at the end of the school year in which they are applying, 12 months of continuous service with the current employer. This requirement is waived where a teacher is compulsorily redeployed into a school or where a school is amalgamated provided that he/she has worked at least one full year in his/her former school prior to redeployment/amalgamation
- III. holds a full-time permanent post for the following school year
- IV. The principal is not eligible for job-sharing due to the leadership nature of the role.
- V. A teacher on secondment is also not eligible for job-sharing
- VI. A teacher on a career Break or other approved leave may apply to resume teaching duties on a job-sharing basis

5. Job-sharing Arrangement Options

There are two job-sharing arrangement options

a) Sharing a wholetime post: Two wholetime teachers in the same school apply to job share
or

b) in the case of interschool job-sharing two wholetime, probated teachers in two different schools apply to job share.

- I. Teachers are expected to secure their own suitably qualified job-share partner with whom they are confident they can plan, collaborate and work professionally for the duration of the job share arrangement.
- II. Where the arrangement results in an interschool job share, the Chairperson and/or Principal may meet with or interview the proposed job-share partner to assess their suitability to Bennekerry N.S. A C.V. should be provided to the base school by the perspective inter-school job-share partner. The decision of the Board of Management is final.

6. Duration of Job-Sharing Arrangement

- I. The minimum period for a job-sharing arrangement is one school year.
- II. In exceptional circumstances, an employer may authorise a job-sharing arrangement to commence during the course of the school year and to terminate no earlier than the end of the same school year i.e. 31st August.

7. Applying for Job Sharing in Bennekerry N.S.

- I. Teachers wishing to job-share must apply to the Board of Management using the appropriate application form (Appendix A- Application Form for Job Sharing, Chapter 8 Circular 0054/2019) before 1st February prior to the commencement of the school year in which they wish to begin job-sharing.
- II. A teacher who wishes to extend his/her job-sharing arrangement must apply for the extension on an annual basis before the cut-off date.
- III. Each application for job-sharing will be considered by the Board of Management on its own merits within the context of Bennekerry N.S. The Board of Management is under no obligation to approve a Job-Sharing Arrangement and can, as it sees fit, refuse some or all applications at its own discretion. The decision of the Board of Management is final.
- IV. The Board of Management will issue written notice of approval/refusal by 1st March following the application date.

8. An Plean Oibre

The job-sharing partners should prepare and submit a Plean Oibre which should address the following.....

- I. the need for continuity
- II. the need for planning for an agreed methodology
- III. an agreed approach to disciplinary matters
- IV. The job-share arrangements (e.g. week on/week off, split week etc.) While the partners may declare their preference for a particular arrangement, it is ultimately a matter for the employer to decide on the arrangement which best meets the needs of the school.

The Plean Oibre should...

- a. provide for the use of the combined talents of both teachers as well as assigning responsibility

- b. comply with school policy outlined in the Plean Scoile
- c. outline the frequency of out-of-school meetings between the applicants to plan and discuss their work
- d. address the need for continuity in the case of brief absences (as job-sharing teachers cannot substitute for each other)
- e. outline the availability of the teachers for relevant staff meetings and for relevant meetings with parents (Parent Information Evenings, Parent/Teacher Meetings, Staff Meeting, additional Public Service Agreement hours)

The Board of Management should be satisfied that the Plean Oibre adequately addresses all of the key issues outlined above and this must be submitted at least two weeks before the BOM meet to approve the Job-Sharing arrangement.

The Principal will be centrally involved in all stages of the planning of the job-sharing arrangement, including approving the Plean Oibre.

9. Duties

- I. The job-sharing partners will establish appropriate communication processes which must be approved by the Board of Management. The method of communication may be face-to-face, electronic or written, but a copy/record must be available to the Principal at all times.
- II. Both job-sharing teachers will attend Parent/Teacher meetings and complete End of Year Reports.
- III. Job-sharing partners will complete additional hours under the Public Service Agreement on a pro rata basis.

10. Posts of Responsibility

- I. If the 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.
- II. An Assistant Principal 1 or Assistant Principal2 may retain his/her Leadership and management post allowance while job sharing provided the Board of Management decides that the roles and responsibilities of the post can be performed in full.
- III. Where an employer decides that it is not possible for the job-sharing teacher to perform the full duties of an Assistant Principal 1 or 2, an acting Assistant 1 or 2 may be appointed and the allowance will be shared equally between the two teachers (i.e. the acting post holder and the job-sharing teacher).The allowance shall be

restored to the actual post holder on resumption of fulltime roles and responsibilities.

- IV. The acting post holder will not establish personal title to the allowance and will relinquish same when the Job Sharer resumes full time duties.

11. In Service/School Planning Days

- I. A job-sharing teacher who is required to attend courses/school planning days on days he/she is not rostered shall be granted leave in lieu for such days. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours commitment under the current Public Service Agreements.
- II. Where leave in lieu is to be granted, confirmation of attendance at the course/school planning day should be submitted in writing to the employer who must notify the Department of Education via the OLCS where appropriate. Substitution for such days is not paid by the Department of Education.

12. Extra Personal Vacation Days

Job Sharing teachers in Bennekerry N.S. can ordinarily take 2 EPV days each up to a maximum of 4 days combined between the two job-sharing partners in any given academic year. Generally, the class will be split, and work must be assigned for completion by the pupils. If the job-sharing teacher is working as an SET, he/she should provide additional work for pupils in his/her care who require differentiated work on a daily basis. EPV Days must be applied for in accordance with the Policy on EPV Days.

13. Planning

- I. Job-sharing teachers are expected to complete termly and fortnightly plans of work along with the Cuntas Miosúil at the end of each month. Plans of work and the Cuntas Miosúil must be presented to the Principal in a timely manner.
- II. Job-sharing teachers must also prepare a weekly timetable and present a copy to the principal. A copy of the timetable must be kept in the Substitute Information Folder.
- III. Job-sharing teachers are required to maintain a diary in which records of progress, behaviour issues, meetings with parents, friendship concerns and all other relevant events must be noted.
- IV. Both teachers will be mindful of Assessment of and for Learning and its important place in pupil progression.

- V. As a general principle, both teachers will display significant flexibility in relation to the class's/pupil's participation in school events so they will continue without interruption.

14. Termination

The arrangement may be terminated at any time if it is not operating in the best interests of pupils.

15. Class Levels/Teaching Duties

The welfare and educational needs of the children will take precedence over all other considerations in deciding the teaching duties assigned to job-share partners. The decision of the Principal is final in assigning teaching roles to teachers. Consideration will be taken of pupils with special educational needs.

16. Informing Parents

As soon as a Board of Management has decided to allow a job-sharing arrangement and classes have been allocated, parents should be informed that their child(ren) will be taught by job-sharing teachers for the relevant school year. The Board will notify parents at the earliest possible opportunity by way of a special meeting called by the Principal/Board of Management. Teachers whose job-sharing applications have been approved by the Board are required to attend such a meeting.

17. Handover Arrangements Between Job-sharing Teachers

- I. Both teachers will meet/speak for a sufficient period of time at the end of each teaching shift to discuss and prepare the necessary handover.
- II. The Principal/Deputy Principal will be available to the job-sharers if necessary.
- III. It is the responsibility of the job-sharing teachers to convey any communications made to the staff at staff meetings or additional Public Service hours etc. to their job-sharing partner. A log with this communication must be available to the Principal at all times.

18. Number of Job-Sharing Agreements in the School in any given Academic Year

- I. The maximum number of Job-Sharing positions that the Board will allow in any one year is 3. This number will be reviewed on an annual basis and may change according as staffing and circumstances within the school changes.
- II. Should the number of applications exceed the maximum number of positions available, the Board will employ the following criteria to adjudicate which applications are successful:
 - a. Each application will be adjudicated on its own merit and the circumstances of each application will be considered on an individual basis.
 - b. Having considered each application on its own merit, all things being equal and in the absence of particular extenuating circumstances, the Board will consider the length of time existing Job-Sharing teachers have availed of Job-Sharing with a view to facilitating those who wish to avail of the facility and have not had the opportunity heretofore.

19. Evaluation

There will be ongoing evaluation of all aspects of each job-sharing arrangement

20. Review and Ratification

This policy was ratified by the Board of Management of Bennekerry N.S. at a meeting on

9th March 2022.

Signed: Eamonn Burke (Chairperson BOM)

Signed: Jonie Gleeson (Principal)

