

Policy on Job sharing for teachers

Policy Statement

This document sets out the Teacher Job Sharing Policy for St Brigid's National School, Drumcong.

Scope

This policy has been drawn up in consultation with the Board of Management and staff of St Brigid's School. The policy applies to teachers within the school.

Procedures/Guidelines

In drawing up this policy, the relevant Circular from the Department of Education and Skills (DES) were consulted to provide guidance in relation to all matters pertaining to Job Sharing in St Brigid's, and to ensure that the policy is in compliance with DES Guidelines. All persons wishing to apply for Job Sharing are expected to familiarise themselves with the details of the Job Sharing Scheme as outlined in the most recent Circular (75/2015) from the DES. In drawing up the policy on Job Sharing, **the welfare and educational needs of pupils take precedence over all other considerations.**

Eligibility

A teacher may apply to job share where he/she

- is registered with the Teaching Council
- 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
- hold a post for the following school year greater than 50% of a whole-time teacher. (i.e. 14 hours 10 minutes per week in the case of a Primary teacher)

Job sharing is not available to the following:

- Principal
- Home School Liaison Co-ordinator

A Deputy Principal may apply for Job-Sharing but will be required to relinquish their post for the duration.

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.

Options for a job sharing arrangement:

- a) Sharing a whole-time post: Two whole-time teachers in the same school apply to job share or in the case of interschool job sharing where two whole-time 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.

It is a matter for teachers to find colleagues with whom they may wish to enter into a job-sharing arrangement.

Number of Teachers to be involved:

The Board of Management will consider all applications on their merit and adjudicate on the matter, bearing in mind that the welfare and educational needs of pupils take precedence over all other considerations. It is decided that the maximum amount of job sharing posts allowable in St. Brigid's School at any given time will be two.

The Board of Management is under **no obligation** to approve Job Sharing arrangements and can, as it sees fit, refuse some or all applications at its absolute discretion.

Duration of Job Sharing Arrangement:

The minimum period for which a Job Sharing arrangement may occur is **one full school year**. 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. At the time of his/her appointment, the temporary (Fixed Purpose) replacement teacher will also be made aware that his/her appointment shall be terminated if the Board decides that a Job Sharing arrangement should be terminated in the best interests of the pupils.

OPERATION OF THE SCHEME

- A teacher seeking to job share must submit the prescribed application form JS1 to the Board of Management not later than the 1st February prior to the school year in which he/she proposes to commence/continue job sharing.
- A teacher who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis
- Each application to job share shall be considered on its own merits by the Board of Management within the context of the school's policy statement. The decision of the Board shall be final.
- The Board of Management who hosts the teachers availing of the inter school job-sharing arrangement, is considered to be the employer for both job sharers for the duration of the job sharing period.
- The Board will issue a written notice of approval or refusal to job sharing application, which will set out the basis of the refusal, to the teacher by 1st March at the latest.

A **Plean Oibre** drawn up by the job sharing teachers must address in an appropriate manner the following issues:

- the need for continuity
- the need for planning
- the need for an agreed methodology
- an agreed approach to disciplinary matters.

It should also provide for the use of the combined talents of both teachers as well as assigning responsibility.

The Plean Oibre will comply with School Policies

The Plean Oibre will also address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other).

The Plean Oibre will also outline the availability of the teachers for relevant Staff Meetings and for relevant meetings with parents (Information Meetings, Parent/Teacher Meetings, etc.).

The Principal will be centrally involved in all stages of the planning of the Job Sharing arrangement.

Hand-over arrangements between job-sharing teachers

Both teachers will meet for a sufficient period of time after school at the end of each teaching shift to discuss and prepare the necessary handover. This meeting will take place in the classroom each Wednesday afternoon. The Principal/Deputy Principal will be available to the job-sharers at this time, if necessary. **It is the responsibility of the job-sharing teacher to convey any communications made to the staff at Croke Park Hours etc. to the other teacher.**

Planning for the class of job-sharing teachers

Job sharing teachers shall prepare together:

- A full year's work-plan in consultation with the Principal. This may be presented termly.
- A weekly/fortnightly scheme for the class.
- At the end of each month both teachers shall complete a detailed report of the curriculum taught and the progress made by the children during the month under both teachers
- Together, both teachers shall prepare an agreed weekly and daily timetable. A copy of this must be given to the Principal with a copy retained in the classroom to be made available for a substitute teacher.
- Job sharers are required to maintain a shared diary in which records of progress, behaviour issues, meetings with parents, payments of money, and all other relevant events shall be noted.
- Job Sharing Teachers are required to be available for relevant Parent/Teacher Meetings.
- Plans, profiles, record keeping files etc. should be made available for substitute teachers.
- At the end of the school year both teachers shall prepare the school reports together

As a general principle both teachers will display significant flexibility in relation to the class's participation in school events so that they shall continue to happen normally.

Class Levels/Teaching Duties:

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.

Initially, job-sharing teachers in St Brigid's school will not teach Junior Infants or sixth class.

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

The allocation of Classes/Teaching Duties must take account of Job Sharing applications and remains the decision of the Principal.

Where possible the Principal will ensure that in mainstream settings, pupils will have job sharing arrangement, maximum twice, during their time at St Brigid's.

The Time Sharing Arrangement to be adopted:

The Board is prepared to endorse the split week options in St Brigid's school for the present.

Job-Sharing teachers have a requirement to attend for 18 additional hours under the Croke Park agreement.

Parental Involvement:

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. This will happen in Term 3 by means of a letter to parents advising them of the decision and inviting them to attend a meeting in the school to have further information/clarification regarding the Job Sharing scheme.

Both teachers whose Job Sharing Applications have been approved by the Board are required to attend such a meeting. Both teachers will present, with the Principal teacher, an information session for parents explaining the strategy employed to manage, teach and assess the class through a job-sharing scheme.

Resignation while job sharing

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.

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

Appointing a Replacement Teacher

Once the Board 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.

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.

Job Sharing Teachers who attend In-Service Courses on days they are not due to teach shall be granted leave in lieu of such Courses or be paid at the full time rate of pay in respect of the In-Service Course Day(s).

A letter from the BOM Chairperson or Principal Teacher confirming attendance at the In-Service Course will be submitted to the Primary Payments Section of the DES.

The teacher should also notify Primary Payments Section whether s/he wishes to take a day's leave-in-lieu or payment for the In-Service Course.

Job Sharing Teachers cannot substitute for themselves during the days leave in lieu.

It is imperative that teachers involved in a Job Sharing Scheme limit EPV ('Course') Days due to concerns about the total number of teaching days which would be lost if Job Sharing teachers were

to avail of six EPV days during the School Year, as well as their entitlement to 'days in lieu' in respect of Public Holidays.

Supervision:

Job Sharing Teachers shall engage in Supervision Duty with both teachers sharing one post.

Posts of Responsibility

A post - holder may be allowed to job-share.

In this case

- the Board of Management will examine the duties of the post to examine whether the duties can be carried out in full during the periods of attendance of a job-sharing special duties teacher.
- Where it is decided that the duties can be performed, the post - holder will continue to perform the full duties of the post and will be paid accordingly.
- Post-holders who are job-sharing and who opt to retain the full post-holder's allowance, will attend all meetings relevant to that post-holders duties.

Job Sharing in another school

If a member of staff applies to Job Share with a teacher from another school and that post will be based in the other school, the Board of Management will consider the application as it would applications for Career Break/ Secondment/ Teacher Exchange.

Evaluation and Review

There will be ongoing evaluation of all aspects of how job sharing is operating, by the Board of Management. The Principal will report regularly to the Board of Management at their meetings.

Ratification and Review

This policy was ratified by the Board of Management

on_____.

It is implemented forthwith.

Signed: _____

Chairperson, Board of Management

Date: _____

Review: June 2020

It is acknowledged and accepted by all parties that this policy may be revised/modified annually or more frequently as required in light of on-going evaluation of statutory requirements or situations that arise during the school year.

Communication.

This policy is available on the school's website. It is also available on request from the Principal / Secretary.