

Policy on Job Sharing

The Board of Management of Coláiste and Chroí Naofa welcomes in principle to Job-Sharing Scheme outlined in the Department of Education & Science circular (18/98).

1. The Welfare and educational needs of the students will take precedence over all other considerations.
2. Any eligible member of staff who wishes to be considered for the job-sharing scheme must make an application to the Board of Management on or before the 1st March of the school year preceding that which the application refers.
3. A job-sharing agreement shall be entered into for one year. A job-sharer who wishes to be considered for an extension of another year must make an application to the Board of Management on or before March 1st of the school year preceding that to which the extension refers.
4. The number of teachers allowed to participate in job-sharing scheme in any one year shall not exceed 10% of the permanent teaching staff. The Board of Management shall carefully consider how the granting of request might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum.
5. A job-sharing agreement shall not exceed one year and may be extended at the discretion of the Board. In the interest of equity and fairness vis a vis colleagues who may wish to avail of the scheme, no one job-share may expect to job-share indefinitely. To facilitate the curricular needs of the school the availability of a suitable partner for the scheme is essential.
6. While working within spirit of the circular no guarantees will be made in relation to timetabling.
7. Attendance at staff meetings, parent teacher meetings and staff development days is mandatory.
8. Each application shall be examined by the Board of Management in the light of this policy. The following shall be considered only in exceptional circumstances:
 - a. The granting of a request in excess of the specified number
 - b. A late application
9. The Board has to judge whether the teacher can retain his/her Post of Responsibility given the teachers part-time attendance in the school.
10. The Board of Management reserves the right to review or amend this policy in accordance with the needs of the school. Amendments shall be made known to staff by February 1st and shall relate to the following year.
11. Application forms available from Secretary.

Date of Review: _____

Signed by Chairperson: _____

Date: _____