

Proposed Job Sharing Policy

1. Introduction

The Board of Management welcomes in principle the introduction of the Job Sharing Scheme as outlined in the Department of Educations and Science and Skills circular 0075/2015 and Terms & Conditions of Employment for Registered Teachers in Recognised Primary & Post-Primary Schools.

The purpose of the scheme is to assist teachers in combining work with personal responsibilities or choices. This policy sets out the eligibility criteria, application process, number of Job sharers permitted and the criteria the Board will use in granting or refusing an application.

Underpinning this policy is the belief that the welfare and educational needs of the pupils shall take precedence over all other considerations.

2. Basis of the Scheme

2.1 The scheme provides that:

(a) A permanent whole time teacher may make application to share a whole time teaching post on a 50:50 basis. S/he will be timetabled to teach 11 hours per week.

Or

(b) The post shall be shared between two permanent whole time teachers in the school or if a permanent whole time teacher wishing to participate in the scheme does not have a job sharing partner s/he will be timetabled to teach 11 hours a week.

2.2 Job Sharing Teacher – means a teacher who is sharing a whole time post on a 50:50 basis or a teacher who has applied to reduce their hours to 50% of a whole time post.

2.3 Teachers who are job-sharing may not undertake any substitute teaching or act as a Special Needs Assistant in this or any other school, or in any outside employment without the consent of the Board of Management.

3. Eligibility to participate in the scheme

3.1 All permanent whole time teachers and those on contract of indefinite duration with the exception of holders of posts of Principal, Deputy Principal, teachers on

secondment and Home School Liaison teacher are eligible to participate in the scheme. Teachers cannot job share during their year on probation.

4 Duration

- 4.1 A teacher must participate in the scheme for a minimum period of 12 months from the beginning of the school year. Each job share must apply to the Board of Management and each application must be approved by the Board. Each approval is for one year only and does not carry with it any expectation of tenure.
- 4.2 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 sharer shall expect to job share indefinitely.
- 4.3 While ensuring equitable timetabling arrangements for the staff as a whole, the timetable arrangements for job sharers shall endeavour to work within the spirit of the circular. No guarantees can be made in relation to timetabling.
- 4.4 Any teacher whose application to job share has been approved, may not normally withdraw from the scheme after the 14th April of the preceding school year.
- 4.5 In exceptional circumstances, applications for an earlier return to full time employment may be considered by the BOM if the applicant can be accommodated within the approved staffing allocation. The DES must be notified.
- 4.6 A job sharing teacher shall resume full time employment at the end of the agreed job sharing period. Teachers resuming full time employment shall be subject to the terms of any existing redeployment scheme or any redeployment scheme agreed from time to time between the management authorities, teacher's representatives and the DES

5. Application process

- 5.1 Applications for job sharing must be made in writing, by submitting Form JS1 to the Board of Management by 1st February at the latest to facilitate school planning. The Department of Education and Skills must be informed of the Board's decision by March 1st. Late applications may only be considered in very exceptional circumstances.
- 5.2 In exceptional circumstances a late application will be considered.

- 5.3 The number of teachers allowed to participate in job sharing scheme in any one year shall not normally exceed 12%. (4 teachers) In exceptional circumstances, the Board may agree to exceed this number.

6. The Board's Decision

- 6.1 Job sharing arrangements can be granted only where the DES agrees to pay for substitute teachers to cover any resultant shortfall in hours required to provide a full timetable for students.
- 6.2 The Board's decision shall be final.
- 6.3 In coming to its decision the Board shall normally consider the following:
- (i) The school's teacher allocation.
 - (ii) The number of applicants, including the number of applicants within a subject area.
 - (iii) The impact on the welfare and educational needs of the students.
 - (iv) The availability of a qualified teacher
 - (v) The number of years' job sharing already completed.
 - (vi) Exceptional circumstances

7. Duties

- 7.1 A job-sharer must be available for parent teacher meetings, staff meetings, staff in service, school planning sessions etc.

8. Posts of Responsibility

- 8.1 The Board has to judge whether the teacher can retain his/her Post of Responsibility given the teachers part-time attendance in the school.
- 8.2 If the Board decides that it is not possible for the teacher to perform, the full POR duties while Job sharing, the POR will be forfeited. The allowance will be restored on resumption of full time duties.

9. General Duties

- 9.1 All Other Terms & Conditions as per Department of Education & Skills

10. Review of Policy

10.1 The Board of Management will continue to monitor the operation of this scheme on a year to year basis and will review accordingly.