

Policy on Job Sharing

Kilbonane National School

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Introduction:

Any member of the permanent teaching staff of Kilbonane National School may apply to work on a job sharing basis under the conditions set out in the **Department of Education and Skills Circular 075/2015**.

For further details, please consult the above circular.

Definitions:

For the purposes of this policy the following terms shall have the meanings assigned to them here unless the context indicates otherwise:

- Appropriately Qualified – means the teacher has qualifications suitable to the post and is registered with the Teaching Council for the sector for which s/he is to be employed.
- Employer – means the Board of Management
- Host School – means the school to which the teacher is temporarily assigned for the purpose and duration of the job sharing arrangement.
- Job Sharing Teacher – means a teacher who is sharing a wholetime post on a 50:50 basis or a teacher who has applied to reduce their hours to 50% of a wholetime post.
- Leave Year – means the period 1st September to 31st August inclusive in each year.
- On Line Claims System (OLCS) – means the system for recording of absences and input of claims for the payment of substitute and non-regular part-time teachers currently operating in primary, voluntary secondary, community and comprehensive schools.
- Replacement Teacher - an appropriately qualified teacher recruited for the balance of available hours on a specified purpose (fixed term) contract for the duration of a job sharing arrangement.
- School Year – as defined by the Minister for Education and Skills from time to time – currently beginning on 1st September and ending 31st August.
- Teacher – means a person registered with the Teaching Council.
- The Department – means The Department of Education and Skills.
- Wholetime Teacher - means a teacher who is contracted for 28 hours 20 minutes per week in a Primary School

Job Sharing Policy

The following points outline additional factors influencing any job sharing arrangement in Kilbonane National School:

1. As a guiding principle, the welfare and educational needs of the children shall be the underpinning factor in all issues around Job Sharing. Teachers applying for job sharing arrangements shall be interviewed individually to assess the viability of their proposed arrangement.
2. Special consideration shall be given by the Board of Management before approving job sharing for pupils with special educational needs.
3. The maximum number of applications for Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment – but not including maternity leave and/or parental/parents leave) in any school year shall not exceed three.
4. An application for Job Share must be made to the Board of management of Kilbonane NS, on the official application form, not later than 1st of February of the year in which the teacher proposes to take the Leave **(Circular 075/2015)**. Forms are available from the Department of Education and Skills website – www.education.ie
5. Teachers shall apply for job-sharing positions on an individual basis.
6. Where a replacement teacher is to be employed to make up a wholetime position, the position shall be filled in accordance with current rules for teacher recruitment. He/she shall be offered a specified purpose (fixed term) contract. The contract shall include a condition that the contract shall terminate on the job sharing teacher resigning, retiring or returning to full time employment or the following 31st August – whichever happens first.
7. All applications are subject to a qualified replacement teacher being secured by June 30th of the year of application.
8. Teachers shall be notified in writing of the Board's decision not later than 1st March of the year in which the teacher proposes to take the Leave.
9. As soon as a Board of Management has decided to allow job sharing, parents will be informed that their child(ren) will be taught by job sharing teachers in the relevant school year. The Board will notify parents at the earliest possible opportunity by way of a special meeting called by the Principal. Teachers whose job sharing applications have been approved are required to attend such a meeting.
 - ✓ Both teachers shall prepare together a full year's work-plan as well as a weekly/fortnightly scheme for the class. At the end of each month both teachers shall complete a detailed report (Cuntas Míosúil) of the curriculum taught and the progress made by the children during the month under both teachers.
 - ✓ Copies of the long-term plan, short-term plans and monthly reports shall be presented to the Principal Teacher at the appropriate times.
 - ✓ Together, both teachers shall prepare an agreed weekly and daily timetable.
 - ✓ Job sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall meet for a sufficient period of time after school at the end of each "teaching shift" to discuss and prepare the necessary handover.
 - ✓ As a general principle both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events shall continue to happen normally.

- ✓ The two teachers shall work on the basis of week on/week off or a split week.
- ✓ Both teachers shall be present for any scheduled parent/teacher meetings.
- ✓ Both teachers shall attend staff meetings.
- ✓ Both teachers shall attend School Development Planning.
- ✓ Both teachers shall attend in-service training.
- ✓ End of year school reports shall be jointly filled out by both teachers for each child.

10. The Board of Management reserves the right to terminate a job-sharing arrangement, in the event that it is not operating in the best interests of pupils and school.

11. Each job-sharing arrangement shall be reviewed at the end of each school year.

This policy was reviewed and ratified by the Board of Management of Kilbonane National School on 16 February 2022 and will be reviewed when and if necessary.