



## **Job Sharing Policy**

### **Introduction**

This policy sets out the operation of the Teachers Job Sharing Scheme in St. Francis Special School. This policy was developed by the teaching staff and the Board of Management of St. Francis Special School. The policy complies with the Job Sharing Scheme for Teachers Employed in recognised Primary and Post Primary Schools which is available to download on [www.education.ie](http://www.education.ie). This policy should be read and understood within the context of legislation relating to the Job Sharing Scheme for Teachers. It also sets out further information and procedures as outlined in **Circular 0054/2019** titled 'Leave Schemes for Recognised Teachers employed in Recognised Primary and Post Primary Schools', in particular Chapter 8, 'Job Sharing Scheme'.

### **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 St. Francis Special School.

### **Aims**

- To ensure compliance with relevant legislation relating to the implementation of the Job Share Scheme for Primary Teachers
- To ensure educational progress of pupils is not affected by the job share arrangement
- To ensure the continued effective operation of the school where a Job Sharing arrangement exists
- To inform staff members of their duties in relation to the Job Sharing scheme in St. Francis Special School
- To clarify issues in relation to the Job Share Scheme for Primary Teachers

### **Eligibility**

A teacher may apply to job share where he/she;

- is registered with the Teaching Council and
- 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 and
- holds a full time permanent post for the following school year

The principal is not eligible for job sharing due to the leadership nature of the role.

There are two options for a job sharing arrangement:

(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 arrangement, two wholetime, probated teachers in two different schools apply to job share.

Teachers are expected to secure their own suitably qualified job share partner with whom they are confident they can plan, collaborate and work professionally with, during the duration of the job share arrangement. Where the arrangement results in an interschool job share, the Principal and Chairperson will meet with or interview the proposed job share partner to assess their suitability to Gaelscoil St. Francis Special School. The decision of the Board of Management is final.

### **Applying for Job Sharing in St. Francis Special School**

Teachers wishing to job share must apply to the Board of Management using the appropriate application

form (Appendix A- Application Form for Job Sharing from Circular 0054/2019) before 1<sup>st</sup> February prior to the commencement of the school year in which they wish to begin job sharing. A personal letter to support their Job Sharing application may be desirable when presented to the Board of Management.

A teacher who wishes to extend his/her job sharing arrangement must apply for the extension on an annual basis.

Each application for job sharing will be considered by the Board of Management on its own merits within the context of St. Francis Special School. 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.

The Board of Management will issue written notice of approval/refusal by 1<sup>st</sup> March.

### **The job sharing partners will keep a record of a 'Plean Oibre'**

#### **An Plean Oibre**

The Plean Oibre must address:

- the need for continuity,
- the need for planning for an agreed methodology
- an agreed approach to school related matters.

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

The Plean Oibre should comply with school policy outlined in the Plean Scoile.

The Plean Oibre should outline the frequency of out-of-school meetings between the applicants to plan and discuss their work.

The Plean Oibre should also address the need for continuity in the case of brief absences (as job sharing teachers cannot substitute for each other).

The Plean Oibre should also outline the availability of the teachers for relevant staff meetings and for relevant meetings with parents (Parent Information Evenings, Parent/Teacher Meetings, ½ In ½ Out staff meetings, additional Public Service Agreement hours).

Boards should be satisfied that the Plean Oibre adequately addresses all of the key issues outlined above.

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

### **Duties**

The job sharing partners will establish appropriate communication processes which must be approved by the Board of Management. The method of communication may be electronic or hand written but a copy must be available to the Principal at all times. The teachers will work on the basis of week on week off or a split week in accordance with the wishes of the Board of Management. Both teachers shall attend all staff meetings, School Development Planning and in-service training. Both Job Sharing teachers will attend Parent/Teacher meetings and complete End of Year Reports together. Job sharing partners will complete additional hours under the Public Service Agreement/Croke Park and fulfil supervision duties on a pro rata basis.

### **Posts of Responsibility**

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.

An AP1 or AP2 Teacher may retain his/her post of responsibility allowance while job sharing provided the Board of Management decides that the duties of the post can be performed in full.

Where an employer decides that it is not possible for the job sharing teacher to perform the full duties of the AP1 or AP2 post an acting AP1 or AP2 Teacher 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 duties.

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

### **In Service/School Planning Days**

Job sharing teachers in primary schools who are required to attend courses/school planning days on days they are not due to teach shall be granted leave in lieu for such days. Job sharing teachers will be required to attend all in-service training and Dept. / school planning 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.

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 for input on the OLCS where appropriate. Substitution for such days is not paid by the Department.

### **School Communications and Decision Making processes**

It is the responsibility of each staff member to stay informed during any absence including sick leave, parental leave, job sharing or any leave outlined in circular 54/2019. Teacher partners should keep notes for their partner and from staff meetings, newsletters, updates from the principal, BoM, Dept. of Education etc. Decisions made in staff meetings will not be revisited due to a teacher's absence. Similar to BoM procedures, decisions are reached by consensus by the members in attendance at meetings. Where possible, staff should attend meetings to have input into decisions reached.

### **Extra Personal Vacation Days**

Job Sharing teachers in St. Francis Special School can take 3 EPV Days each up to a maximum of 6 days combined between the two job sharing teachers. The class will be looked after by the SNAs and available extra support on the day and a plan must be assigned for completion by the class. EPV Days must be applied for in accordance with the Policy on EPV Days.

### **Classroom Planning**

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 at the end of each month. 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. Job Sharing teachers are required to maintain a diary in which records of progress, behaviour issues, meetings with parents, payments of money, friendship concerns and all other relevant events must be noted. Both teachers will be mindful of Assessment of and Assessment for Learning and its important place in pupil progression.

~~Not applicable to St. Francis Special School—In the case of a Special Education Teacher, School Support Files will be completed in September and reviewed again in February. Weekly schemes are to be completed to support such files. Necessary individual and class assessments will be completed throughout the year by the Special Education Teacher.~~

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

### **Termination**

The arrangement of the Job Sharing post may be terminated at any time if it is not operating in the best interests of pupils and a decision on this will be made by the Board of Management.

### **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/class allocations to teachers.

~~Initially, job-sharing teachers will not teach Junior Infants or 6<sup>th</sup> Class.~~

Consideration will be taken of pupils with the greatest special educational needs.

## **Informing Parents**

As soon as a Board of Management has decided to allow job sharing and classes have been allocated, parents should be informed that their child(ren) would 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/Board of Management. Teachers whose job sharing applications have been approved by a Board are required to attend such a meeting.

## **Handover arrangements between job-sharing teachers**

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. The Principal/Deputy Principal will be available to the job-sharers if necessary. 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 is available to the Principal at all times.

## **Evaluation**

There will be ongoing evaluation of all aspects of the job-sharing arrangement. The Principal will report to the Board of Management once each term regarding the implementation of the Job Share arrangement in St. Francis Special School in the 2023/2024 School Year.

**(Extract from Job Sharing Scheme for Teachers employed in Recognised Primary and Post Primary Schools- Circular 0054/2019)**

## **CHAPTER 8 – JOB SHARING SCHEME**

(Should be read in conjunction with the General Provisions for All Schemes, and Definitions)

### **1. Job Sharing Scheme**

1.1 The purpose of the Job Sharing Scheme is to assist teachers in combining work commitments and personal responsibilities/choices.

1.2 For the purposes of this Chapter;

a) A Job Sharing teacher means a teacher who:-

- i) is sharing a wholetime post on a 50:50 basis or
- ii) has applied to reduce their hours to 50% of a wholetime post.

b) A wholetime teacher means a teacher who is contracted for:-

- i) 28 hours 20 minutes per week in a Primary School or
- ii) 22 hours teaching per week in a Post Primary School.

### **2. Eligibility**

2.1 A teacher may apply for a Job Sharing arrangement where he/she:-

- a) 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.

b) holds a post for the following school year which is equivalent to or over 50% of a wholetime teacher (i.e. 14 hours 10 minutes per week in the case of a Primary teacher or 11 hours per week teaching in the case of a Post Primary teacher).

### **Job Sharing is not available to the following:**

- i. Primary: Principal, Home School Liaison Co-ordinator, teacher on secondment
- ii. Post Primary: Principal, Deputy Principal, Home School Liaison Coordinator, teacher on secondment

2.2 A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

### **3. Duration of Job Sharing Arrangement**

3.1 The minimum period for a Job Sharing arrangement is one school year.

3.2 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.

### **4. Job Sharing Options**

4.1 A teacher may make an application to share a wholetime post on a 50:50 basis or may apply to reduce their hours to 50% of a wholetime teacher. This amounts to 14 hours 10 minutes per week in the case of a Primary teacher or 11 hours per week teaching in the case of a Post Primary teacher.

4.2 There are 2 options for a Job Sharing arrangement:

**Option 1:** Share a wholetime post on a 50:50 basis:

☐ Share a wholetime post on a 50:50 basis with an existing wholetime teacher:-

(a) in the same school or

(b) in another school under an inter-school Job Sharing arrangement (Primary schools only).

**Option 2:** Reduction of wholetime teaching hours to 50%

☐ Reduction of wholetime teaching hours to 50% with a teacher recruited by the employer for the balance of the available hours on a (fixed term) contract which will terminate at the end of the school year.

### **5. Operation of the Scheme**

5.1 In the case of an inter-school Job Sharing arrangement at Primary level, the hosting employer (the school to which the teacher is temporarily assigned for the purposes and duration of the Job Sharing arrangement) is considered to be the employer for both Job Sharers for the duration of the Job Sharing arrangement.

5.2 Schools hosting teachers for inter-school Job Sharing purposes must meet their statutory vetting obligations in accordance with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 and relevant Department Circulars.

5.3 It is a matter for the employer to decide the Job-Sharing arrangement(s) which it is prepared to endorse e.g. week on/week off, split week. Post Primary schools, for example, may require a Job Sharing teacher to be timetabled over 5 days per week. Subject to the employer's responsibility in this regard, timetable

arrangements for Job Sharing teachers should be designed within the spirit of the scheme to facilitate the teacher, so far as is practicable.

5.4 In the case of Primary schools, the employer, having approved a Job Sharing arrangement, should inform parents, at the earliest opportunity by way of a meeting with the Principal/employer and the Job Sharing teachers that their child(ren) will be taught by Job Sharing teachers in the relevant school year. The meeting should not be replaced by any other means of communication.

5.5 In exceptional circumstances, the employer may permit a Job Sharing teacher to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond 1<sup>st</sup> November.

## **6. Application Procedures**

6.1 A teacher seeking to Job Share must submit, on an annual basis, the completed Application Form at Appendix A, to his/her employer not later than 1st February prior to the school year in which he/she proposes to commence or (in the case of a teacher wishing to extend an existing arrangement) continue Job Sharing.

6.2 Each Job Sharing application must be considered on its own merits by the employer within the context of the school's policy on teacher absences.

6.3 The employer must issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teacher no later than 1st March. The decision of the employer is final.

6.4 Taking account of the extent of arrangements to be put in place by the employer to cater for a Job Sharing post, the teacher should not be permitted to withdraw his/her application after 14th April, or from once the replacement teacher's contract has been signed, whichever happens first.

## **7. Notification and Recording of Leave**

7.1 The employer must list the names of all teachers availing of Job Sharing arrangements on the annual Change of Staff form/relevant ETB system.

## **8. Pay Arrangements**

8.1 A Job Sharing teacher will receive, where applicable, remuneration equal to 50% of a full-time post inclusive of qualification allowances (i.e. Higher Diploma, Primary, Masters and Doctorate Degree, Ard Teastas Gaelge). Please refer to relevant Department publications for more information regarding retention of specific job role allowances.

## **9. Status while Job Sharing**

9.1 Each year of Job Sharing service given, will reckon as one year of service for promotion and incremental purposes.

9.2 Employers shall ensure that appropriate communication processes are in place between teachers sharing a post in order for them to fulfil the responsibilities of the post.

9.3 A Job Sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements.

9.4 The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are Job Sharing.

## **10. Replacement Teacher**

10.1 The position of a replacement teacher must be filled in accordance with rules for teacher recruitment. He/she shall be offered a fixed term contract.

10.2 Such a contract must include a condition that the contract will terminate if the Job Sharing teacher resigns, retires or returns to full-time employment (provided this return to full-time hours takes place prior to 1st November and can be accommodated as outlined at paragraph 5.5).

10.3 The replacement teacher may apply for any available hours including substitution in any school up to the maximum of a whole-time post.

## **11. Employment while Job Sharing**

11.1 A Job Sharing teacher may not

- a) engage in any substitute teaching
- b) act as a special needs assistant in the school in which he/she is employed or any other school
- c) engage in paid employment without the consent of the employer. The employer will not approve outside employment where a conflict with the teacher's current role exists.

## **12. Leadership and Management Posts**

12.1 The entitlement to fill a Leadership and Management Post and/or appointment to and payment in respect of Acting Leadership and Management Posts will be in accordance with relevant Department publications and/or other regulations.

12.2 The employer should keep the operation of Leadership and Management posts held by Job Sharing teachers under review to ensure responsibilities are adequately discharged.

12.3 Primary

- a) Where a Primary school Deputy Principal is approved for Job Sharing he/she must relinquish his/her Leadership and Management post and the appropriate allowance for the duration of the Job Sharing arrangement.
- b) An Assistant Principal I or Assistant Principal II may retain his/her Leadership and Management post allowance while Job Sharing provided the employer decides that the roles and responsibilities of the post can be performed in full.
- c) Where an employer decides that it is not possible for the Job Sharing teacher to perform the full roles and responsibilities of the Assistant Principal I or Assistant Principal II post, an acting Assistant Principal I or Assistant Principal II 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 full-time roles and responsibilities.
- d) The acting post holder will not establish personal entitlement to the allowance and will therefore relinquish same when the Job Sharer resumes full-time roles and responsibilities.
- e) A teacher who holds a Leadership and Management post allowance (including holders on a personal basis), on an inter-school Job Sharing Scheme must relinquish his/her Leadership and Management post for the duration of the inter-school Job Sharing arrangement. The Leadership and Management post vacated by a teacher is subject to the terms as outlined in Department Circulars.



f) A teacher on an inter-school Job Sharing Scheme may apply for Leadership and Management posts arising in his/her base school but is not eligible to apply for post(s) in the host school. If successful in obtaining a Leadership and Management post in their former school, an acting Leadership and Management post is appointed subject to the post still being warranted and subject to the terms as directed from time to time by Department Circulars.

g) If a teacher who holds a Leadership and Management post allowance enters into an inter-school Job Sharing arrangement, he/she must relinquish the allowance for duration of the Job Sharing arrangement. An acting post holder may be appointed if required, subject to the need for the post being warranted.

h) Where an acting Leadership and Management post is warranted, the filling of such a post will be subject to the terms as directed from time to time by Department Circulars.

## **Other Leave**

### **Leave of absences included under ‘Other Leave’**

#### **Type A**

- Adoptive Leave
- Assault Leave
- Carers Leave
- Maternity Leave
- Paternity Leave
- Parental Leave
- Unpaid Leave

#### **Type B**

- Brief Absences
- Extra Personal Vacation Days
- Sick leave

#### **Type A Leave**

- All of the above ‘Type A’ leaves will be subject to their relevant circulars as per the Department of Education & Skills website ([www.education.ie](http://www.education.ie))
- They require direct notification to the Board of Management

#### **Type B Leave**

- All of the above ‘Type B’ leaves will be subject to their relevant circulars as per the Department of Education & Skills website ([www.education.ie](http://www.education.ie))
- They require direct notification to the Principal

### **Limitations of sanctioning of career breaks, job-sharing & other leave**

- As a general principle every effort will be made by the Board of Management to facilitate applications for career breaks, job-sharing and other forms of leave from members of the teaching staff
- The maximum number of teachers on leave (including career break, exchange, job sharing, secondment and Type A ‘Other Leave’) in any school year shall not exceed one quarter of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail. In the event of applications exceeding one quarter of the staff, leave will be granted on a rotating basis for one year at a time on a first in first out basis.

- The maximum number of SNAs on leave (including career break, job-sharing and Type A ‘Other Leave’) in any school year shall not exceed one quarter of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail
- Where the number of applications for any form of long-term Leave (including the extension of existing arrangements) exceed the available quota, such applications will be considered on their merit by the Board of Management. The Board of Management may enlist the help of an independent assessor/advisor

## **Success Criteria**

Our Career Break, Job-sharing & Other Leave Policy will be seen to be working well when;

- we receive positive feedback from members of the school community
- the school community are clear about and are committed to the principles are outlined in this policy and correct procedures are being implemented
- develop and maintain a policy statement specific to the needs of the school in relation to the approval of career breaks, job-sharing and other leave the welfare and educational needs of the pupils takes precedence over all other considerations in relation to the sanctioning of career breaks, job-sharing and other leave
- the sanctioning of career breaks, job-sharing and other leave have due regard to the capacity of the school to meet its obligations to its pupils and a reasonable limit to the number of its teaching/SNA staff that may be absent on career break or on leave at any one time is applied
- clarify the school’s procedures in relation to career breaks, job-sharing and other leave

## **Roles and Responsibility**

The Board of Management, Principal, teachers and SNAs all have a role and a responsibility in successfully implementing this policy.

The policy will be monitored and evaluated on an ongoing basis.

## **Review and Ratification**

This policy was ratified by the Board of Management of St. Francis Special School\_\_\_\_\_.

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every two years. Next review of this policy will occur during the school year of 2022/2023.

Signed:\_\_\_\_\_

Chairperson of Board of Management

Date:\_\_\_\_\_

Signed: \_\_\_\_\_

Principal

Date: \_\_\_\_\_