



## Policy: Job Sharing for SNA's

Dates of Issue:

Version 1: March 2<sup>nd</sup> 2017;

**Version 2: Updated on February 7<sup>th</sup> 2018,**

**Version 3: For ratification in 2023/24**

**Aim of Policy:** To Clarify Arrangements for SNA's Job-Sharing in SFSS.

### Introduction

The Board of Management of St. Francis Special School (SFSS) welcomes in principle the Job-Sharing Scheme outlined in the Department of Education & Skills Circular (41/14) including Information Note TC/IN 0002/2023.

1. The welfare and education needs of the students will take precedence over all other considerations.
2. The number of SNA's allowed to participate in job-sharing scheme in any one year shall not exceed two sharing arrangements (i.e. two pairs). **On the \_\_\_\_\_ the BOM of SFSS updated this policy and changed 'two sharing arrangements to 'three sharing arrangements'**. The Board of Management shall carefully consider how the granting of the request might affect the standards and delivery of the curriculum in the school.
3. In the event that the number of staff applying for job-sharing exceeds the positions available, then a further selection process will be required to determine the successful applicants. The selection process will focus on the welfare and needs of the pupils, impact on service delivery, skill mix, overall educational needs of the pupils, date of applications and compatibility of applicants.
4. Any eligible member of staff who wishes to be considered for the job-sharing scheme must find a colleague with whom they may wish to job share and 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 to.



5. Both SNA's will be interviewed together by the Principal prior to the agreement of the proposal. The Principal will assess the willingness and compatibility of the SNAs to share information and schedules and to have a good working relationship.
6. As a general principle, both SNA's will display significant flexibility in relation to absences, holidays and also ensuring the class' participation in school events will continue to happen normally.
7. 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. In the interest of equity and fairness vis a vis colleagues who may wish to avail of the scheme, no one SNA or pair of job-sharers may expect to job-share indefinitely.
8. Each application shall be examined by the BoM in the light of this policy. The following shall be considered only in exceptional circumstances:
  - a. The granting of a request in excess of 4 applications.
  - b. A late application.
9. It is a matter for the BOM to decide the job-sharing arrangement – in consultation with the SNA's. The two SNA's shall work on the basis of a week on/week off or split week. This will be determined by the Principal in consultation with the Class Teacher and SNA's. A copy of the school calendar indicating each SNA's working days will be agreed with the Principal in advance, and SNA's are expected to adhere to this agreement.
10. Both SNA's will have weekly consultations for sufficient period of time at the end of each "shift" to make the necessary handover – a communication book completed by the SNA's may help significantly with this matter.
11. Both SNA's will be present for any scheduled meetings that are necessary - including all staff meetings, staff development days and /or essential staff training. Pro-rata Croke Park hours must be completed by each SNA.
12. Both SNA's will collaborate in preparing reports as required.
13. Both SNA's will complete additional hours on a pro-rata basis as required under DES Circular 0071/2011 – as referred to above. (11)



#### 14. In Service/School Planning Days

Job sharing SNAs will be required to attend all in-service training and Dept. / school planning days.

#### 15. 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. Job sharing 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 staff 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.

#### 16. The BOM reserves the right to terminate a job- sharing arrangement.

**Note:** It is the responsibility of the individual SNA to make whatever enquiries and arrangements as are necessary regarding issues such as Superannuation, Incremental Credit, Promotion, Leave etc. Guidance should be sought from the DES, Union or other relevant body before entering into a job- sharing arrangement as the Board of Management has no advisory role in these matters.

Agreement:

I, \_\_\_\_\_, agree to adhere to conditions of the Job-Sharing Policy as outlined above.

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



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

Policy updated on \_\_\_\_\_

---

Brother Finnian Gallagher, Chairperson