



Job Sharing Policy

Introduction

This policy had originally been drawn up 2017 in consultation with the –

- Board of Management (BoM) and
- staff of St. Sylvester's Infant School to clarify procedures related to the "*Job Sharing Scheme for Registered Teachers*" (Circular 54/19 Leave Schemes for Registered Teachers employed in Recognised Primary and Post Primary Schools). It was reviewed in 2020.

Procedures/Guidelines

The purpose of the Job Sharing scheme is to assist teachers in combining work with personal responsibilities or choices. At the heart of St. Sylvester's Infant School is a talented and experienced teaching staff, with a unique capacity for working with very young children. The BoM is committed to that high standard of teaching staff by facilitating, in so far as is possible, opportunities that allow teachers to remain in the workplace whilst managing other commitments in their lives.

The Board of Management's position in framing this policy is always for the welfare and educational needs of the pupils to be the underpinning factor in all issues around Job Sharing **and shall take precedence over all other considerations**. (Management Board Members Handbook 2003, p.82 par.2.2).

The policy reflects the terms and conditions as laid out in the Department of Education & Skills book '*Terms of Employment for Registered Teachers in Recognised Primary and Post Primary Schools*' (See Chapter 5, revised September 2016). All teachers wishing to apply to job share are expected to familiarise themselves with the terms and conditions of the Job Sharing scheme as outlined in relevant DES circulars

Circulars are subject to review by the DES from time to time.

This Job Sharing Policy should be read and understood within the context of all other current and relevant policies, for example:

- Class and Classroom Allocation
- Parents As Partners
- Staff Absences/Substitution/EPV Day
- Policy for Teacher's Leave

Eligibility

A teacher may apply to job share where he/she

- Is registered with the Teaching Council, and
- Has at least two years' service in a permanent capacity in St. Sylvester's I.S.

The Sanctioning of Job Sharing Partnerships

The Job-Share arrangement will only be sanctioned in the event that a qualified replacement teacher is appointed. A teacher looking to Job Share should endeavour to find a suitable partner for themselves by approaching their colleagues or by advertising in the In-Touch magazine.

Job Sharing is not available to the Principal, to the SET or to teachers on secondment. However, a teacher currently on secondment or on a career break or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis. Where a Primary School's 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.

Number of Teachers to be involved

The Board of Management will manage the total number of applications for leave of absence including:

- Career break
- Secondment
- Job Sharing
- Teacher exchange and
- Other forms of long-term leave as allowed by the DES in any school year.

The Board of Management must ensure the school retains an appropriate balance of experienced and less experienced teachers in the mainstream classes. The maximum number of Job-Sharing arrangements is for two classes in mainstream.

The Board of Management will consider all applications and adjudicate on each, bearing in mind that the welfare and educational needs of the pupils **take precedence over other considerations**.

The Board of Management is **under no obligation to approve** Job Sharing arrangements and can, as it sees fit, refuse some or all applications at its absolute discretion.

Approval of a Job Sharing Arrangement

The Board of Management will consider a number of factors whilst deliberating on applications, bearing in mind the need to be fair and give each teacher an opportunity to Job-Share:

The factors to be considered in order as per below:

- The continuance of existing Job-Sharing leave (up to four years, in the event of an oversubscription of applications to Job-Share)
- Previous applications that were unsuccessful
- Individual Seniority
- The impact on the In-School Management Team
- The Compatibility of the partnership
- Any other relevant exceptional circumstance

Duration of Job Sharing Agreement

The minimum period for which a Job Sharing arrangement to endure is **one full school year**. However, the Board of Management reserves the right to review and, if necessary, to terminate it during a school year if the Board decides that the arrangement is not operating in the best interests of the pupils of the class in question. In this instance, the most junior member of staff's teaching position will be revoked.

Operation of the Scheme

A teacher seeking to job share must complete and submit the prescribed **Application Form for Job Sharing** attached as Appendix 1 no later than the 1st February prior to the school year in which he/she proposes to commence/continue Job Sharing.

Before any further Job-Share arrangements are sanctioned, new Job-Share Partnerships applying for Job Sharing arrangement should request a meeting with the Principal before the 1st March of the year of the proposed Job Share to:

- assess the viability of their proposed arrangement and
- present and discuss a general summary of how they intend to approach their teaching in a job share situation
- share their suitability and compatible to make the Job-Share arrangement a success i.e. show a consideration in collaborative planning and teaching methodologies, approaches to classroom management & discipline, etc

Once sanctioned, teachers are required to sign a "*Job-Sharing Agreement*" (See Appendix 2) with the Board of Management agreeing to the specific conditions and requirements of the Job Sharing agreement as outlined in this policy.

The teachers should meet again with the Principal during the first week of September and submit a Pleann Oibre outlining planning, the agreed methodology and an agreed approach to teaching in general including timetabling, homework, assessments, disciplining and rewards systems etc.

Teachers may apply for Job Sharing positions on either an individual or joint basis. Each application to Job Share will be assessed on its merits by the Board of Management. Teachers whose applications are successful will initially be granted permission to job share for one year.

A teacher who wishes to extend his/her Job Sharing arrangement must apply for this extension on an annual basis and under the timelines set out above for each year.

The Board will issue a written notice of approval or refusal, which, in the case of refusal, will set out the basis of that refusal to the teacher by the 1st March of the year of application.

A teacher will not be permitted to withdraw his/her application after

- 14th April of the year in which they have applied for Job Sharing (except in exceptional circumstances e.g. where promotion of one of the partners is involved/ secondment opportunities arise)
- The signing of the form of agreement with the teacher

St. Sylvester's Infant School may terminate at any time the Job Sharing agreement if either or both teachers fail to observe the terms of the Job Sharing Policy.

Informing Parents of Children in Senior Infants and First Classes:

Both teachers involved in a Job Sharing arrangement approved by the Board of Management shall jointly hold an information meeting for parents during the second week in September. The purpose of this meeting is to briefly explain the strategy to be employed to manage and teach the class through a Job-Sharing scheme. Both Job Sharing teachers are required to attend this information meeting (and complete Appendix 3).

Meeting Senior Infants and/or First Class

Both teachers should agree on a suitable time and date to meet their new class together the last week of June.

Meeting the incoming Junior Infants

There will be two short meetings of 30 minutes in June where an incoming Junior Infant class will be split into two smaller groups to get the opportunity to meet their teachers for 30 minutes. They will also get the chance to see their classroom. Both Job-Share teachers are required to be present at these meetings. The Junior Infants will also have a 'soft start' on the first day of school in September where small groups will visit the class and class teachers for approximately 40 minutes. Both Job-Share teachers are required to work on the first day of school to meet the children together.

Combined Role of the Job Sharing Teachers

- The Principal will have the final decision on the proposed pairings and may decide to change the pairings if it is her view that it is in the best interest of the children or school for the following year. This will be agreed in advance with the teachers and shall apply for the year.
- In consultation with the Principal/Deputy Principal, both teachers shall prepare a full year work-plan as well as a weekly/fortnightly scheme for the class. At the end of each week/fortnight during the period of Job Share, both teachers shall complete a detailed report (Cuntas Seachtaine/Coicise) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
- A Copy of the Yearly Plan should be given to the Principal the first week of September.
- Fortnightly Plans should be accessible to the Principal and Deputy on the Drive. The fortnightly plans should always be left on the teacher's desk so each teacher/Principal/DP/substitute teacher and others can see and access them.
- Cuntas Miosùla shall be given to the Deputy Principal each month for filing.
- Job sharers are required to maintain a diary in which records of progress and important events, including behaviour records, shall be noted. Both teachers shall arrange phone/Facetime/email contact at the handover point.
- Handover notes may also be left on Aladdin/Google Drive and must be accessible by the Principal and Deputy Principal should they be needed (for example if one or both teachers fall ill and cannot attend school).
- Each teaching partner should ensure continuity in learning and teaching - especially in the case of brief absences, where a substitute teacher is employed - and from week to week. This is important in relation to delivery of the full curriculum, to teaching methodology, and to other matters such as the Code of Behaviour.

Both Teachers shall

- Be entitled to one EPV day each, should they attend a summer course

- Be enabled to swap days to cover their partner's planned absences having sought prior permission from the Principal
- Work on the basis of week on/week off or a split week
- Together prepare an agreed weekly and daily timetable
- Attend In-Service and School Development Planning **ONLY** if requested by the Principal. However, Job Sharing teachers who, if asked by the Principal to attend courses/school planning days on days that they are not on duty, shall be granted leave in lieu for such days. If both teachers are not asked by the Principal to attend In Service/School Development Planning Days, the partner teacher should share information from the Planning Day, in the same way that they share information from the Staff Meetings attended by one of the partner teachers. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours committed under the current Public Service Agreements.
- Be present for any scheduled parent/teacher meetings including SSPP Meetings (for children with Special Educational Needs)
- Attend staff meetings on a pro rata basis and pass on/share all information which arises with their partner (staff meeting minutes can also be read in the office)
- Attend their class's Christmas concert
- Attend the First Holy Communion Enrolment Ceremony
- Jointly fill out End of year school reports for each child

Posts of Responsibility

Where a Primary School's 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.

Information in respect of Acting Posts of Responsibility may be found in the Department of Education & Skills book, "*Terms of Employment for Registered Teachers in Recognised Primary and Post Primary Schools*" (revised September 2016). There are various options available to Post-Holders and Board of Managements in respect to Job Sharing arrangements, which are described in the above publication.

In the case where an Assistant Principal (I or II) wishes to retain his/her post of responsibility allowance while Job Sharing, this is possible if the Board is satisfied that the relevant duties can be performed in full, including attending all In-School Management/Senior Management Meetings. They must continue to prepare, run and attend all events associated with the Post. They will be required to sign an agreement confirming they will carry out in full, all duties in respect of their post.

Communication between the In-School Management Team and Principal is crucial to the successful running of the school. Post-holders retaining their full allowance meet with the Principal in advance of the academic year and agree ways in which communication between both parties will be delivered on the days in which the Post-holder is not in attendance. This will usually involve contact by phone or email, but may in some cases include meeting on a day when the Job-Sharing Post-Holder is not scheduled to attend. This will be discussed and agreed upon by both the Principal and Job-Sharing Teacher prior to approval of the job sharing arrangement.

Support from the In-School Management Team to the Principal (and vice versa) are also crucial to the successful running of the school. Both parties commit to ensuring they "touch base" with each other frequently on the days the Post-Holder is in attendance, so as not to diminish the consistency and/or strength of management in the school.

An Assistant Principal I has further duties to an Assistant II, which include deputisation for the Principal in the case of both the Principal and Deputy Principal being absent.

In the case of a **planned absence** of both the Principal and Deputy, when the Assistant Principal I is not scheduled to work:

- The Assistant Principal I will endeavour to swap their day off with their Job-Share partner, to be in attendance
- When it is not possible for their job share partner to swap their day, the Assistant Principal I will commit to attending on their unscheduled day

In the case of **unplanned absences** of both the Principal and Deputy, when the Assistant Principal I is not scheduled to work:

- (Day One of Unplanned Absence) The Assistant Principal I will endeavour to be in attendance as soon as possible after they receive notice of the above. If personal circumstances prevail, this may mean them working part of the day only.
- (Day Two of Unplanned Absence) The Assistant Principal I commits to being in attendance for the full school day.

In the event that it transpires the Principal and Deputy are to be absent in the long-term, the Assistant Principal I (API) will have to 'Act-up' for the Principal. The Board of Management will then:

- Employ a substitute for the Job-Share position
- In the event a substitute teacher cannot be employed, may suspend the Job-Share arrangement until the Principal or Deputy Principal return to work

It is important that the Job Sharing partner of an Assistant Principal (API) partner is aware of the commitments of the AP1 in the event of both the Principal and Deputy Principal being absent.

Public Holiday Entitlements

Entitlements arising to a Job Sharing teacher from e.g. bank holidays, will accrue to the teacher who would otherwise be scheduled for duty on the day in question. In such cases however, the normal attendance regime will, where necessary be varied slightly by the Board with a view to allowing both Job Sharing partners to benefit equally from school closures.

Ratification

This policy was ratified by the Board of Management in 2017, reviewed in 2018, 2020 and in 2022. It will be reviewed again in 2024.

Signed:



Mr. M. McKenna
Chairperson,
Board of Management.

The Application Form should be fully completed annually and submitted to the employer not later than 1st February. A separate Application Form must be completed by each Job-Sharing applicant.

PART 1A – TEACHER APPLICATION

Teacher's Name: _____ Contact No.: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No.: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Job-Sharing application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection Policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/the-department/data-protection/gdpr/gdpr.html>. Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/the-department/data-protection>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37X659, upon request

PART 1B – DETAILS OF JOB-SHARING APPLICATION

Proposed start date of Job-Sharing arrangement: _____

Please indicate in the table below your proposed Job-Sharing Options.

Tick relevant box	Job Sharing Options	Details
	Option 1: (a) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school	Teacher's name: _____
	Option 1: (b) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in another school under an inter-school Job Sharing arrangement (Primary Schools only).	Name of other teacher: _____ Name of other school: _____ Roll Number of other school: _____
	Option 2: Reduction of wholetime teacher hours to 50% with a teacher recruited by my employer for the balance of available hours.	

Declaration

I wish to apply for Job Sharing in accordance with the Job-Sharing Scheme as set out in Circular 0054/2019 titled "Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools".

Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job-Sharing arrangement.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____ Date: _____

PART 2 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Job-Sharing application in accordance with the Job-Sharing Scheme as set out in Circular 0054/2019 titled "Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools".

The following documents will be retained for audit purposes:

1. Application for Job Sharing
2. Copy of Application from Job Sharing partner (where applicable)
3. Copy of Decision Notice issued to Teacher

Approved Job Sharing has been recorded on the OLCS/relevant ETB system

Signature: _____ Date: _____
(Employer (Host School))

*** The second signature below is only required in respect of an Inter-school Job Sharing Arrangement (Primary schools only)**

* Signature: _____ Date: _____
(Employer of Base School)

* School Name: _____ Roll No.: _____

Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personal records.

Job Sharing Agreement

I _____ have read the St. Sylvester's Infant School Job Sharing Policy and agree to adhere to the guidelines outlined therein.

Signed: _____ Date: _____
Teacher

Signed: _____ Date: _____
Mr. M. McKenna
Chairperson,
Board of Management

Appendix 3
Job-sharing Teachers: Meeting Parents in September (or June for Junior
Infants)

Planning Summary Sheet

To be given to the Principal by Job-sharing teachers

Planning Documentation	Tick / Comment
<ul style="list-style-type: none"> • How to would plan and teach as a team • How will a week-on/week-off or a split week operate • Advantages for pupils having 2 teachers • How will the curriculum be divided & taught • Offer assurances as to the maintenance of quality of teaching & learning • Classroom set-up • Discipline • Displays • Pupil's reports • Communication & weekly hand-over (compliance with GDPR?) • Be prepared to answer questions 	
Job-shares have a copy of the policy & are aware they attend certain days together: <ul style="list-style-type: none"> • Croke park-August planning Day (pro-rata) • Sept group meeting • Parent/teacher meetings • Christmas concert • First Holy Communion Enrolment Ceremony • Last day of school year 	
Year of Job-share	
Annual Job-sharer's Schedule given to Principal	
Weekly timetable	
Dispersal List (where applicable)	
Date Full Year Work Plan given to the Principal	
Weekly Scheme Outline	
Cuntas Seachtaine/Míosúil	
EPV Cert (allowing 1 day)	
Attend all ISM meetings (if applicable)	
Signed agreement confirming duties will be carried out by a member of the ISM team (if applicable)	
Any other notes:	