

Scoil Bhríde, Eglantine Board of Management Job-sharing Policy

A permanent teacher of the teaching staff of Scoil Bhríde, Eglantine may apply to work on a job sharing basis as per the conditions set out in Circular 0075/2015 and the accompanying booklet. As a general principle every effort will be made to facilitate applications for job sharing from members of staff. While referring to the circular, an application for job-sharing will be examined under the additional points laid out in this policy.

1. While recognising a teacher's desire to job-share, as a guiding principle, the welfare and educational needs of the children shall take precedence over all other considerations.
2. The maximum period for any sanctioned leave shall be for one school year. Teachers on existing leave may re-apply if they wish.
3. The maximum number of teachers on Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job-Sharing and Secondment) in any school year shall not exceed $\frac{1}{4}$ of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.
4. As a general principle job-sharing will be practised in the range of classes from 1st to 6th including special education settings.
5. Following the assignment of classes both teachers in a job-sharing arrangement will present an information meeting for parents explaining the strategy employed to manage, teach and assess the pupils throughout the year.
6. Both teachers will work a rota agreeable to them as approved by the board of management.
7. A teacher may make an application to share a whole time post on a 50/50 basis or may apply to reduce their hours to 50% of a whole time teacher. This amounts to 14 hours 10 minutes per week in the case of a Primary teacher.
8. Both teachers will communicate at the end of each week after school to discuss and prepare the necessary handover.
9. Both teachers will be present for any scheduled parent-teacher meetings.
10. Teacher on duty will attend staff meetings
11. End of year school reports will be jointly filled out by both teachers for each child.
12. A teacher who wishes to extend his/her job-sharing arrangement must apply for this extension on an annual basis. **(Circular 75/2015 par. 6.2).**
13. A teacher on a career break or other approved leave of absence may apply to resume teaching duties on a job sharing basis. **(Circular 75/2015 par. 6.5)**
14. The employer shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by the date designated in the latest relevant departmental circular.
15. Taking account of the extent of arrangements to be put in place by the employer to cater for a job sharing post, the applicant should not be permitted to withdraw his/her application after the date designated in the most recent Departmental circular, or from once the replacement teacher's contract has been signed, whichever happens first. This should be included in the notice from the school to the teacher. **(Circular 75/2015 par. 6.7)**

16. In exceptional circumstances if the applicant can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a job sharing scheme and/or an earlier return to full-time employment may be considered by the employer. However, such an application may not be considered beyond the date designated in the most recent Departmental circular.
17. The obligation to provide additional hours under the existing Public Service Agreement is pro-rata for teachers who are job sharing. **(Circular 75/2015 par. 7.3)**
18. It is not permissible for a job sharing teacher to engage in outside teaching employment without the consent of the employer. It shall be a matter for the employer to determine whether or not such employment is in conflict with their ability to carry out their duties as an employee of the school. If such a conflict is deemed to exist, the approval of the employer shall be withheld. **(Circular 75/2015 par 9.2)**
19. Where a primary school 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. **(Circular 75/2015 par. 11.1a)**
20. An Assistant Principal or a Special Duties Teacher may retain his/her post of responsibility allowance while job sharing provided the employer decides that the duties of the post can be performed in full. **(Circular 75/2015 par. 11.1b)**
21. Teachers shall be notified in writing of the Board's decision.
22. Post holders who are job-sharing and who opt to retain the full post holder's allowance shall attend meetings relevant to that post holders duties, including I.S.M.
23. This policy is subject to review every three years by the Board of Management of Scoil Bhríde Eglantine from the date of ratification

Signed _____ (Chairperson)

Date _____