

**St Canice's Co-Ed Primary School**

**Granges Road, Kilkenny.**



## **Job Sharing Policy**

### **Policy Statement**

This document sets out the Teacher Job Sharing Policy for St. Canice's Co-Ed. Primary School. As defined in Circular 0075/2015, "the purpose of the job sharing scheme is to assist teachers in combining work with personal responsibilities or choices." As outlined in Circular 0075/2015 each employer shall develop and maintain a policy statement specific to the needs of the school in relation to the approval of job sharing arrangements. This policy has been drawn up in consultation with the Board of Management and staff of St. Canice's Co-Ed. Primary School and has been approved and adopted by the Board of Management.

### **Aims and Purposes**

- To clarify the issues relating to job-sharing for all the stakeholders - staff, board of management and parents.
- To ensure the smooth operation of the school whilst job sharing is in progress.
- To ensure that all stakeholders are aware of the policy and the issues in relation to job-sharing.
- To inform staff members of what is expected of them for the duration of the job-sharing.
- To explain the criteria used to assess job sharing applications.

### **Procedures/Guidelines**

In drawing up this policy, the relevant Circulars from the Department of Education and Skills (DES) were consulted to provide guidance in relation to all matters pertaining to Job Sharing in St. Canice's Co-Ed. Primary School. All persons wishing to apply for Job Sharing are expected to familiarise themselves with the details of the Job Sharing Scheme as outlined in all relevant Circulars from the DES (see [www.education.ie](http://www.education.ie)), which 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 current, relevant DES Circulars.. In drawing up the policy on Job Sharing, **the welfare and educational needs of pupils take precedence over all other considerations.**

### **Eligibility**

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

- is registered with the Teaching Council
- has satisfactorily completed at the end of the school year in which they are applying 12 months of continuous service with the current employer
- A teacher on a Career Break, secondment, or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

Job sharing is not available to the following.....

- the Principal
- teachers on Probation.

A Deputy Principal may apply for Job-Sharing but will be required to relinquish their post for the duration.

Job sharing applications will only be considered from:

1. permanent staff members of St. Canice's Co-Ed. Primary School who wish to share within the school
2. a teacher in St. Canice's Co-Ed. Primary School who wishes to job share in another school
3. a permanent staff member of St. Canice's Co-Ed. Primary School who wishes to job share in this school with a probated teacher from another school. The staff member will find a teacher from another school with whom they plan to job share.
4. A teacher who wishes to reduce their teaching hours to 50% of a whole time teacher and the employer is willing to recruit a teacher for the balance of the available hours

### **Duration of Job Sharing Arrangement:**

The minimum period for which a Job Sharing arrangement may occur is **one full school year**. However, the Board of Management reserves the right to review and - if deemed necessary - to terminate a Job Sharing arrangement during a school year if the Board decides that the arrangement is not operating in the best interests of pupils. At the time of his/her appointment, the temporary (Fixed Purpose) replacement teacher will also be made aware that his/her appointment shall be terminated if the Board decides that a Job Sharing arrangement should be terminated in the best interests of the pupils.

### **Applying for Job Sharing:**

A teacher seeking to job share must submit the prescribed application form JS1 attached to circular 0075/2015 to the Board of Management of St. Canice's Co-Ed. Applications must be submitted not later than the 1st February, (as per Circular 0075/2015) prior to the school year in which he/she proposes to commence/continue job sharing. A teacher who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis.

An outside teacher who wishes to job share within the school must include a written reference from his/her Principal. This teacher will have to submit a record of attendance with their application. This teacher may be invited to attend the school for an interview to ascertain his/ her suitability.

Should the Board of Management of St. Canice's Co-Ed. Primary School be the employer who hosts the teachers availing of the inter school job sharing arrangement it is considered to be the employer for both job sharers for the duration of the job sharing period and the teacher should sign a Form of Agreement with the Board of Management.

The employer shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by 1st March at the latest. ( Circular0075/2015)

Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a job sharing post, the applicant will 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. This should be included in the notice from the school to the teacher.

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 Board of Management. However, such an application may not be considered beyond 1st November.

The Board of Management must list the names of all teachers availing of job sharing arrangements on the annual change of staff form and on the OLCS (Online Claims System) that is returned to the Dept of Education and Skills. The job sharing application must be retained in the school.

### **Time Sharing Arrangements:**

The two teachers involved may work on a week on/ week off basis or a split week. This will be agreed between the teachers and the Board of Management on a case by case basis.

### **Approval of Job Sharing**

The Principal will be required to inform the Board of Management in detail regarding a proposal to Job Share.

- The extent to which the two proposed Job Sharers are compatible, co-operative, flexible, and complement each other's skills and professionalism.
- The levels of organisational and communication skills displayed by the proposed partners.

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

It should be noted that 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.

The Board will consider each application and will convey a decision in writing before **March 1<sup>st</sup>**

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 the pupils and the school.

### **Proposed Working Model**

Teachers wishing to Job Share should submit a written **proposed working model** to the Board of Management before the "Special Meeting" between the Principal, Job Sharing Teachers and the parents of children involved. Teachers already engaged in a Job Sharing Scheme must also abide by this requirement on an annual basis.

The **proposed working model** must address in an appropriate manner the following issues: the need for continuity, the need for planning for an agreed methodology, and an agreed approach to disciplinary matters. It should also provide for the use of the combined talents of both teachers as well as assigning responsibility. The Plan Oibre should comply with School Policies and should address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other)..

The **proposed working model** should also outline the availability of the teachers for relevant Staff Meetings and for relevant meetings with parents (Information Meetings, Parent/Teacher Meetings, etc.). The Principal will be centrally involved in all stages of the planning of the Job Sharing arrangement, including the preparation of the **proposed working model**.

## **Duties**

- Job Sharing teachers are required to make sure that communication processes are in place between individuals in order for them to fulfil the responsibilities of the post.
- A job sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements.
- The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing
- 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
- Supervision: Job Sharing Teachers shall engage in Supervision Duty with both teachers sharing one post
- As per normal, Job sharing teachers shall prepare together long-term plan, short-term plans, monthly reports (cuntas míosúil) and an agreed weekly and daily timetable.
- Job sharers are required to maintain a shared diary in which records of progress, behaviour issues, meetings with parents, payments of money, and all other relevant events shall be noted.
- Job Sharing Teachers are required to be available for relevant Parent/Teacher Meetings.
- At the end of the school year both teachers shall prepare the school reports together

As a general principle both teachers will display significant flexibility in relation to the class's participation in school events so that they shall continue to happen normally.

## **Appointment of a replacement teacher.**

Where a teacher wishes to reduce their teaching hours by 50%, the position of replacement teacher must be filled in accordance with current rules for teacher recruitment. Where a replacement teacher is to be employed he/she shall be offered a specified purpose (fixed term) contract. Such a contract must include a condition that the contract will terminate on the job sharing teacher resigning, retiring or returning to full time employment or the following 31st August whichever happens first.

## **Public Holiday Entitlements.**

Entitlements arising to a job sharing teacher from closures, such as bank holidays, will accrue to the teacher who would otherwise be scheduled for duty on the day in question. In such cases, it is up to the interested parties to take responsibility for ensuring that both parties benefit equally from school closures.

### **Parental Involvement:**

The parents of the class(es)/pupils involved with a Job Sharing Scheme will be informed at an appropriate time that their children will be taught by Job Sharing Teachers in the following school year. This will normally happen in Term 3 by means of a letter to parents advising them of the decision and inviting them to attend a meeting in the school if they wish to have further information/ clarification regarding the Job Sharing scheme.

Both teachers whose Job Sharing Applications have been approved by the Board are required to attend such a meeting. Both teachers will present, along with the principal teacher, an information session for parents explaining the strategy employed to manage, teach and assess the class through a job-sharing scheme. Should the job sharing scheme extend to more than one year an information meeting will be held for each year of the schemes operation.

In the case of Learning Support/Language Support and Resource Teaching, parents will normally be informed at the beginning of the school year to which the Job Sharing Scheme applies when the pupils concerned have been identified as meriting access to teachers of the Special Education Team.

### **Resignation while job sharing**

The minimum period of a Job Sharing arrangement is one full School Year. Therefore, a teacher cannot resign from a Job Sharing arrangement to return to teach full time in his/her school during the course of the school year.

A Job Sharing Teacher who wishes to resign from his/her teaching post (as opposed to resigning from their Job Sharing arrangement) must give the Board of Management (or Boards of Management where an Inter-School Job Sharing Scheme exists) notice in writing in accordance with the teachers' terms of employment. The remaining Job Sharing Teacher must seek another permanent teacher to job share with or alternatively must resume full time teaching. The temporary replacement teacher should also be made aware that his/her appointment may be terminated arising from the resignation of one of the Job Sharing Teachers.

### **Posts of Responsibility**

An Assistant Principal or a Special Duties Teacher may retain his/ her post of responsibility allowance while job sharing provided that the employer decides that the duties of the post can be performed in full during the periods of attendance of a job-sharing special duties teacher. Post-holders who are job-sharing and who opt to retain the full post-holder's allowance, shall attend all meetings relevant to that post-holders duties. When applying to job-share, the post-holder should outline in a separate document to the Board of Management exactly how they intend to carry out each aspect of their post.

### **Termination/Resumption of Duty**

Employers must ensure that teachers participating in the job-sharing scheme are aware that the arrangement may be terminated at any time if it is not operating in the best interests of pupils.

### **Evaluation/Review**

This policy was adopted by the Board of Management on 28<sup>th</sup> February 2017

The policy will be subject to evaluation/review on an on-going basis and amendments may be made to the policy in light of

- Feedback from the stakeholders
- The efficient and smooth operation of Job Sharing Scheme(s)
- Revised/New DES Circulars and Guidelines.

Signed on behalf of the Board of Management:

Chairman: James Murray Date: 28.2.2017

Principal: Maria Gmeelard Date: 28/2/17