



# *Scoil Íde Presentation Primary School, New Road, Clondalkin, Dublin 22.*

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## Scoil Íde Presentation Primary School Teacher Job Sharing Policy

A member of the permanent teaching staff of Scoil Íde Presentation Primary school may apply to work on a job sharing basis under the conditions set out in Circular 0075/2015. The following points outline additional factors influencing any job sharing arrangement:

1. As a guiding principle, the welfare & educational needs of the children will be the underpinning factor in all issues around Job Sharing. Teachers applying for job sharing arrangement may be interviewed individually to assess the viability of their proposed arrangement. (Management Board Members Handbook 2003, p.82 par.2.2).
2. Special consideration shall be given by the Board of Management (BoM) before approving job sharing for special needs pupils. Job sharing will not be approved for Junior Infants or Sixth Class. Job sharing is not available to the Principal (Circular 0075/2015 par 5.1 (d))
3. The maximum number of individual applications approved for Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year shall, as a general rule, not exceed- 1/5 of the staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.  
(Circular 0075/2015 paragraph 2.4& Scoil Íde Career Break policy)
4. If approved, both teachers shall present, along with the principal teacher, an information session for parents of the class involved, explaining the strategy employed to manage, teach & assess the class through a Job Sharing scheme. (Circular 0075/2015 paragraphs 2.5)
5. In consultation with the Principal both teachers shall prepare together a full year's work-plan as well as a weekly/fortnightly scheme for the class. At the end of each month, both teachers shall complete a detailed report (Cúntas Míósúil) of the curriculum taught and the progress made by the children during the month under both teachers.
6. Copies of the long-term plan, short-term plans and monthly reports shall be presented to the Principal Teacher at the appropriate times.
7. Together both teachers shall prepare an agreed weekly and daily timetable.
8. Job sharers are required to maintain a shared diary in which records of progress and important events shall be noted. Both teachers shall communicate for sufficient period

of time after school at the end of each “teaching shift” to discuss and prepare the necessary handover.

9. As a general principle both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class’s participation in school events shall continue to happen normally. Job sharing teachers are requested not to apply for Extra Personal Vacation (EPV) days for the duration of the job-sharing arrangement.
10. The two teachers shall work on the basis of week on-week off or a split week, as agreed with the principal and/or the Board of Management. (Circular 0075/2015 paragraphs 2.2)
11. Both teachers shall be present for any scheduled parent/teacher meetings.
12. Both teachers shall attend staff meetings & Croke Park hours on a shared basis and each will keep the other teacher informed of all developments that they may have missed.
13. Both teachers shall attend in-service training as necessary.
14. End of year school reports shall be jointly filled out by both teachers for each child.
15. 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 pupils and school.
16. Each job-sharing arrangement will be reviewed at the end of each school year.
17. All applications approved are subject to a qualified replacement teacher being secured by June 30<sup>th</sup> of the year of application.
18. An application must be made to the Board of Management, on the official application form before February 1<sup>st</sup> preceding the September of the year in which the teachers are applying for job-sharing. (Circular 0075/2015). Forms are available from the Primary Payments section of the Department of Education and Science. A draft Plean Oibre should accompany the application as well as an outline of how the two teachers would wish to operate the proposed time-sharing arrangement.
19. Teachers shall be notified in writing of the Board’s decision.
20. Teachers shall apply for job sharing positions on an individual basis, though each completed application for a job share position must have two teachers involved. If teachers are aware that they will or that they may be applying for other types of leave or availing of statutory leave during the following school year, they are requested not to apply for job-sharing.
21. The Board will consider applications for either of two options: a) sharing a wholetime post with another teacher in Scoil Ide Presentation Primary school or b) through an Interschool Job Sharing Arrangement. The Board will not consider the option of it being the responsibility of the Board to recruit a replacement teacher for the balance of available hours.
22. The principal will decide on the appropriate class allocations for the following year.

23. Pairings and class allocations will be agreed in advance with the principal and shall hold for the full year.
24. 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, including ISM and (if applicable) Senior Management Meetings. They must carry out the full post-holder duties in this instance.

For further details see the following:

- Management Board Members' Handbook Revised 2003 pages 82-87.
- Department of Education and Science Circulars 10/03, 11/03 and 0075/2015.
- INTO Members' Handbook pages 103-105.
- Career Break Policy of Scoil Íde

The staff of Scoil Íde Presentation Primary school has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and subsequently every three years. In line with the above, this policy will be reviewed in the academic year 2018-2019 and subsequently every three years, unless changes are required by legislation or other needs arise before then.

The policy was reviewed and ratified by the Board of Management on 27<sup>th</sup> February 2017.

Signed by:

Date:

(Chairperson of B.O.M)