

Job Sharing Policy

Killeen National School

A member of the permanent teaching staff of Killeen NS may apply to work on a job sharing basis under the conditions set out in **Circular 75/15**. 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 will be interviewed individually to assess the viability of their proposed arrangement. (**Circular 75/2015** par 2.3)
2. The board will examine applications for leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) on a case by case basis annually.
3. 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. (**Circular 11/03** par.6.3) At the end of each month both teachers shall complete a detailed report (*Cúntas Miosúil*) of the curriculum taught and the progress made by the children during the month under both teachers.
4. Copies of the long-term plan, short-term plans and monthly reports shall be presented to the principal teacher at the appropriate times.
5. Together, both teachers shall prepare an agreed weekly and daily timetable.
6. Job sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall discuss and prepare the necessary handover at the end of each 'teaching shift'.
7. 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.
8. Each job sharing teacher will take a maximum of two EPV days per year.
9. The two teachers shall work on the basis of week on - week off or a split week.
10. Both teachers shall be present for any scheduled parent/teacher meetings.
11. Teacher working on that day shall attend staff meetings.

12. Teacher working on that day shall attend School Development Planning.
13. Teacher working on that day shall attend in-service training.
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. (Circular 75/2015 par 12.1)
16. Each job-sharing arrangement will be reviewed at the end of each school year.
17. All applications are subject to a qualified replacement teacher being secured by June 30th of the year of application.
18. An application must be made to the Board of Management in writing before February 1st of the year in which the teacher proposes to take the Leave. (Circular 75/15 par 6.1) Application Form JS1 is available at the end of the Circular 75.2016.
19. Teachers may apply for job sharing positions on a joint basis. The B.of M. reserve the right to decide on the pairings.
20. 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.
21. There are two options for a job sharing arrangement:
 - a) Sharing a whole-time post: Two whole-time teachers in the same school apply to job share or in the case of interschool job sharing (primary schools only) where two whole-time teachers in two different schools apply to job share.
 - b) A teacher applies to job share and the employer is willing to recruit a teacher for the balance of the available hours on a specified purpose (fixed term) contract which will terminate at the end of the school year.
22. Applications will be considered by the B. of M. from teachers where the Board employs the second teacher on a fixed term contract. If the application is successful, point 17 above shall apply.
23. 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)
24. 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)

25. The employer shall issue a written notice of approval or refusal, which will set out the basis of the refusal.
26. 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 from once the replacement teacher's contract has been signed. This should be included in the notice from the school to the teacher. (Circular 75/2015 par 6.7)
27. 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 1st November. (Circular 75/2015 par 6.8)
28. The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing. (Circular 75/2015 par 7.3)
29. It is not permissible for a job sharing teacher to engage in outside employment without the consent of the employer. It shall be a matter for the employer to determine whether or not any 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)
30. 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)
31. 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)

Date adopted by BOM: 10 - 2 - 23

Reviewed: Maureen Staunton
(Chairperson)