

SCOIL BÉAL NA CARRAIGE



Ballinacarriga NS – Job Sharing Policy for Teaching & SNA Staff

1. Introduction

This policy on Job Sharing was written by the teaching staff/ SNAs and the Board of Management of Ballinacarriga NS.

It is the prerogative of the Board of Management to grant job sharing. The Board of Management will make every effort to facilitate teachers/SNAs who wish to job share in accordance with this policy.

The Board of Management has made every effort to balance the legitimate expectations of teachers/SNAs with the needs of pupils in this policy however the Board recognises that in drawing up this policy the welfare and educational needs of the pupils shall take precedence over all other considerations.

The Board will have the right to terminate any job sharing arrangement if in its view the arrangements are not working satisfactorily. In such an event, two month notice will be provided to the staff involved in the withdrawal of approval for job sharing.

It is the responsibility of the Board of Management to ratify and monitor compliance with this policy.

2. Rationale

The DES policy on job sharing, as set out in circular 11/03 and 75/15 will apply. Specific provisions as applicable to Ballinacarriga NS are set out in this document.

3. Aims

- a. To clarify the issues relating to job-sharing for all the stakeholders - staff, Board of Management and parents.
- b. To ensure the smooth operation of the school whilst job-sharing is in progress.
- c. To ensure that all stakeholders are aware of the policy and the issues in relation to job-sharing.
- d. To inform staff members of what is expected of them for the duration of the job-sharing.

- e. To explain the criteria used to assess job-sharing applications.
- f. To explain criteria used to select candidates if more than the permitted number apply.

4. Number of Staff Permitted on Leave

No more than 2 teachers and 2 SNAs per year will be granted internal job sharing. This equates to not more than 2 teaching positions and one SNA position.

Exceptions to this quota may be made where specific personal/family circumstances prevail. This is at the discretion of the Board of Management.

5. Basis of Scheme for Teachers

a. 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.

b. There are two options for a job sharing arrangement:

i. 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.

ii. A teacher applies to job share and the Board of Management 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.

c. The Board will decide the time-sharing arrangement(s) which it is prepared to endorse e.g. week on /week off, split week. This will be decided on a case by case basis. The Board's decision is final.

6. Basis of Scheme for SNAs

a. A special needs assistant may make an application to share a whole-time post on a 50:50 basis.

b. There are two options for a job-sharing arrangement:

i. Two special needs assistants in the same school may apply to job-share

ii. One special needs assistant in a school applies to job-share and the Board of Management is willing to recruit a special needs assistant for the available hours on a specified purpose (fixed term) contract.

c. It is a matter for the Board of Management to decide the job-sharing arrangement(s) which it is prepared to endorse e.g. split week, week on - week off.

7. Duration of Job Sharing Agreement

a. The minimum period for a job sharing arrangement is one school year.

b. In exceptional circumstances the Board may authorise a job sharing arrangement to commence during the course of the school year and terminate not earlier than the end of that same school year. Exceptional cases must be made to the Board.

8. Eligibility for Job Sharing for Teachers

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

- i. is registered with the Teaching Council
- ii. and will have satisfactorily completed at the end of the school year in which they are applying 12 months of continuous service with the current employer
- iii. and holds a post for the following school year greater than 50% of a wholetime teacher. (i.e. 14 hours 10 minutes per week in the case of a Primary teacher.)

b. A teacher may not apply to job share where he/she:

- i. is on probation
- ii. is a Supply Teacher, except in accordance with section 5.1 of 11/03
- iii. is currently on or going on secondment.

9. Eligibility for Job sharing for SNAs

A special needs assistant may apply to job-share where he/she will have satisfactorily completed at the end of the school year in which they are applying 12 months of continuous service with the current employer.

10. Posts of Responsibility

a. Staff members holding the following posts of responsibility will not be approved for job sharing:

- i. Principal
- ii. Deputy Principal (see section 10.b below)

b. The provisions of Circular 11/03 sections 13.1 to 13.7 will apply, details reproduced below for clarity.

- i. 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
- ii. An **Assistant Principal** or a **Special Duties Teacher** may retain his/her post of responsibility allowance while job sharing provided the Board of Management decides that the duties of the post can be performed in full.
- iii. Where a Board of Management decides that it is not possible for the job sharing teacher to perform the full duties of the Assistant Principal or Special Duties post an acting Assistant Principal or Special Duties Teacher may be appointed and the

allowance will be shared equally between the two teachers (i.e. the acting post holder and the job sharing teacher.) The allowance shall be restored to the actual post holder on resumption of fulltime duties.

- iv. The acting post holder will not establish personal title to the allowance and will relinquish same when the Job Sharer resumes full time duties.

c. Appointment to and payment in respect of Acting Posts of Responsibility at Primary and Post Primary level will be in accordance with the applicable Circular Letters and /or other regulations.

d. The Board in consultation with the Principal, should keep the operation of posts of responsibility held by job sharing teachers under review to ensure responsibilities are adequately discharged and, where necessary, has the right to make appropriate alternative arrangements.

e. Any queries regarding the entitlement to fill a Post of Responsibility is a matter for the Teacher Allocations Section of the Department.

f. In respect of the filling of a post of responsibility, a job sharing year counts as a full year of service.

g. A teacher on an inter school job sharing scheme may apply for posts of responsibility arising in her/his former school but is not eligible to apply for post(s) in the school in which s/he is job sharing. If successful, the job sharing teacher cannot take up the post of responsibility in her/his former school until the end of the job sharing arrangement. Instead an acting post holder may be appointed on an acting basis (where applicable) until the job sharing teacher returns to the school.

h. If a post of responsibility allowance post holder enters into an inter school job sharing arrangement, s/he must relinquish the allowance for the duration of the job sharing arrangement. An acting post holder may be appointed, subject to the need for the post being warranted.

11. Operation of the Scheme

a. A teacher/SNA who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis. This will be considered as a new application each year. Applications must provide clear details for the extension.

b. Each application to job share shall be considered on its own merits by the Board within the context of the school's policy statement. The decision of the Board shall be final.

c. The Board of Management who hosts the teachers/SNAs availing of the inter school job-sharing arrangement is considered to be the employer for both job sharers for the duration of the job sharing period and the teacher will sign a Form of Agreement with the host employer.

d. A teacher/SNA on a career break or other approved leave of absence may apply to resume teaching duties on a job sharing basis.

12. Duties

- a. The Principal shall ensure that appropriate communication processes are in place between teachers sharing a post in order for them to fulfil the responsibilities of the post.
- b. A job sharing teacher/SNA must be available for all relevant staff, parent and emergency meetings in accordance with school policy and agreements.
- c. The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing.

13. Time scale for application process

Job sharing applications will be submitted by the applicants and approved by the Board of Management on an annual basis. Staff currently on job sharing should not assume that it will continue in any follow on year(s). Applications will be processed on the following basis:

- a. Applications must be submitted to the Board not later than 12 noon on the **1st February** prior to the school year in which he/she proposes to commence/continue job sharing. Form JS1 attached to this policy must also be submitted.
- b. The Board of Management 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.
- c. 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 shall not be permitted to withdraw his/her application after **12 noon on 14th April** following the decision to grant the application, 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.
- d. 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 after 1st November.

Before considering an application for job sharing, the Principal will also appraise the Board as to their assessment of the compatibility, cooperativeness, flexibility, organisational skills, communication skills, attendance record and complementary fit of staff requesting job share. The Board will make its decision based on the application by the staff including the Plean Oibre, and the Principal's report. This will normally be a verbal report, but the Board may, at its discretion, seek a written report.

14. Plean Oibre

- a. The staff members applying for job sharing will, in consultation with the Principal, prepare a detailed Plean Oibre in accordance with section 6.2 of the circular, covering the full school

year in question. The Plean Oibre should be submitted with the application before 1st May in the year in question.

- b. It is the responsibility of the job sharing teachers to share information obtained at meetings, inservice training and information seminars with each other.

15. Order of approval

Where more than 4 staff members (2 teachers and 2 SNAS) apply for and are considered suitable for job sharing in the same year, job sharing will be offered in the following order:

- a. The application which in the view of the board offers the most benefits to the educational needs of the children, and most meets the needs of the school.
- b. Persons who have not job shared before.
- c. The application including the most senior applicant will be granted job sharing if none of the applicants have job shared before.

16. Informing parents

- a. In the event that job sharing is approved for two staff members, the parents of the class affected will be notified in writing at the earliest opportunity after approval.
- b. A special information meeting with the parents, Principal, job sharing staff and representatives from the Board will be held prior to school closure for the summer preceding the school year in which the job sharing will take place (if possible following HSE Covid 19 guidelines).
- c. A calendar of job sharing arrangements must be made available to parents.

17. Report to Board

The Principal will brief the Board termly on the effectiveness of the job sharing arrangement and any approved job sharing arrangements currently in operation. The report will highlight any issues/problems arising from the arrangement

18. Inter school job sharing

Ballinacarriga NS will consider applications for inter-school job sharing.

19. Record keeping

In addition to the normal class and pupil records, staff involved in a job sharing arrangement will be required to keep a shared diary recording pupil profile details, pupil records and important events associated with individual pupils.

The purpose of this diary is to ensure continuity and consistency of dealing with the children's education between the job sharing staff.

Fortnightly plans may be prepared on an alternate basis or jointly by sharing documents.

20. Availability

a. Job sharing staff are expected to be available for all staff meetings (excluding “Croke Park” hour which will be pro-rata for teachers). Both teachers in a job share arrangement will be asked to attend at parent/ teacher meetings and IEP/School Support Plan meetings.

21. Restrictions of job sharing staff's activity

a. The following restrictions will apply to staff availing of job sharing:

- i. They may not engage in outside employment without consent of the Board of Management. In accordance with 22.1 of the circular.
- ii. They may not take EPV days but instead may swap up to 5 days per year where needed, in consultation with the principal.

22. Review of policy

This policy will be kept under on-going review by the Board in order to ensure it is fully in keeping with the development of the school and takes full account of the needs of the students, staff, Board and wider school community.

Approved by the Board of Management on _____

Signed: _____ Chairperson of Board of Management Date: _____

Signed: _____ Principal Date: _____