

Ardfinnan National School,
Clonmel,
Co. Tipperary.



Job Sharing Policy

Job Sharing Policy

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

1. As a guiding principle, the welfare and educational needs of the children will be the underpinning factor in all issues around job sharing. The arrangement may be terminated at any time by the Board of Management if it is not operating in the best interests of the children.
2. The closing date for receipt of applications for job sharing is 1st February. The Board of Management processes the application during February and conveys a decision to the teachers in writing before 1st March. The Board submits the approved application to the D.E.S. The applicants will not be permitted to withdraw their applications after April 14th, or from once the replacement teacher's contract has been signed - whichever happens first.
3. Each application will be considered on its own merits by the Board. The decision of the Board of Management will be final.
4. Where a replacement teacher is to be employed he/she will be offered a specified purpose (fixed term) contract. Such a contract will 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.
5. Two whole-time teachers in our school applying for job sharing arrangement, will be interviewed together and/or separately to assess the viability of their proposed arrangement.
6. If no other staff member is interested in job sharing, a teacher may endeavour to find a partner from another school (Inter School Job Sharing). The Board initially will not recruit a teacher for the balance of the hours - this onus rests with the teacher. In the case of an Inter-School Job Sharing proposal, both teachers will be interviewed to assess the viability of their proposed arrangement. The decision of the board is final.
7. The Principal will decide which class level will have a job sharing arrangement. The welfare and educational needs of the children will take precedence over all other considerations.
8. Each job sharing arrangement will be reviewed at the end of each school year and must be applied for on an annual basis.
9. Job sharing will not be practised in Rang 6 or Junior Infants.
10. The maximum number of teachers on job sharing in any school year shall not exceed two members of the staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.

11. When the teachers job sharing are in mainstream, both teachers will be present, along with the Principal teacher, at an information session for parents explaining the strategy employed to manage, teach & assess the class through a job sharing scheme.
12. In consultation with the Principal, both teachers will prepare together a full year's work-plan as well as a weekly/fortnightly scheme for the class. At the end of each fortnight both teachers will complete a detailed report (Cúntus Coicíse) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
13. Copies of the long-term plan, short-term plans and fortnightly reports will be presented to the Principal teacher at the appropriate times.
14. Together, both teachers will prepare an agreed weekly and daily timetable.
15. The partner teachers will be required to address the following: agreed approach to disciplinary matters, the need for continuity and how it will be achieved, how the combined talents of both teachers involved will be used and the frequency of handover meetings outside of school hours on the changeover day.
16. As a general principle, both teachers will display significant flexibility in relation to absences, bank holidays, holidays, E.P.V. days and also ensuring the children's participation in school events will continue to happen normally. Arrangements should be agreed to allow both job sharing partners benefit equally from school closures.
17. This policy allows for both parties to cover for each other as the need arises, with the agreement of the Principal, during the school year.
18. The two teachers will work on the basis of week on - week off or a split week (as decided by the Board of Management).
19. Both teachers would be present for a settling in period during the first week as directed by the Board of Management so that routines and rules are jointly established and there is no confusion for children. This joint presence will help children understand that both teachers are leaders in the classroom. Teachers will be notified of the time and length of this period as early as possible.
20. Both teachers will meet/communicate for a sufficient period of time after school at the end of each 'teaching shift' to discuss and prepare the necessary handover. A daily diary will also be kept to facilitate communication. The partner teacher present will update the absent teacher on relevant school information.
21. Both teachers will be present for any scheduled parent/teacher meetings.
22. Both teachers will carry out supervision duties on a shared basis.
23. Both teachers will attend staff meetings, staff training and School Development Planning days/meetings.
24. End of year school reports will be jointly filled out by both teachers for each child.
25. Both teachers will be required to do additional hours under the existing public service agreements on a pro-rata basis.
26. Should the teachers do a summer course, E.P.V. days will be 1.5 days each (3 days in total).

27. An Assistant Principal or a Special Duties Teacher may retain his/her post of responsibility while job sharing, provided the Board of Management decides that the duties can be performed in full (see Circular 0075/2015) Post-holders who are job sharing and who opt to retain the full post holder's allowance will attend all meetings relevant to that post holder's duties including ISM and Senior management meetings.

This policy was ratified by the Board of Management on 20-2-17.

This policy will be reviewed annually by the Board of Management.

Signed: 
(Tony Kenny, Chairperson Board of Management)

I _____ agree to abide by the policy on
Job Sharing.

Signed: _____
(Job Sharing Teacher)

Date: _____.

