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## **Job Sharing Policy**

### **1. Introduction**

This policy on Job Sharing was written by the teaching staff/ SNAs and the Board of Management of St Mary's Primary School, Rosscarbery.

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 months 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 0054/2019 and 0041/2014 will apply. Specific provisions as applicable to St Mary's Primary School 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.

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- 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 one teaching position and one SNA position.

#### **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.

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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.

## **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

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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 Principal of the school
- ii is Home School Liason Co-ordinator
- 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 0054/2019 will apply, details reproduced below for clarity:

a) Where a Primary school Deputy Principal is approved for Job Sharing he/she must relinquish his/her Leadership and Management post and the appropriate allowance for the duration of the Job Sharing arrangement.

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- b) An Assistant Principal I or Assistant Principal II may retain his/her Leadership and Management post allowance while Job Sharing provided the employer decides that the roles and responsibilities of the post can be performed in full.
- c) Where an employer decides that it is not possible for the Job Sharing teacher to perform the full roles and responsibilities of the Assistant Principal I or Assistant Principal II post, an acting Assistant Principal I or Assistant Principal II 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 full-time roles and responsibilities.
- d) The acting post holder will not establish personal entitlement to the allowance and will therefore relinquish same when the Job Sharer resumes full-time roles and responsibilities.
- e) A teacher who holds a Leadership and Management post allowance (including holders on a personal basis), on an inter-school Job Sharing Scheme must relinquish his/her Leadership and Management post for the duration of the inter-school Job Sharing arrangement. The Leadership and Management post vacated by a teacher is subject to the terms as outlined in Department Circulars.
- f) A teacher on an inter-school Job Sharing Scheme may apply for Leadership and Management posts arising in his/her base school but is not eligible to apply for post(s) in the host school. If successful in obtaining a Leadership and Management post in their former school, an acting Leadership and Management post is appointed, subject to the post still being warranted and subject to the terms as directed from time to time by Department Circulars.
- g) If a teacher who holds a Leadership and Management post allowance enters into an inter-school Job Sharing arrangement, he/she must relinquish the allowance for

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duration of the Job Sharing arrangement. An acting post holder may be appointed if required, subject to the need for the post being warranted.

h) Where an acting Leadership and Management post is warranted, the filling of such a post will be subject to the terms as directed from time to time by Department Circulars.

## **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 jobsharing 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.

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- 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).

#### **Application Process for teachers**

Applications will be processed on the following basis:

- a. Applications must be submitted to the Board not later than 1st February prior to the school year in which he/she proposes to commence/continue job sharing. The Application form (see Circular 0054/2019) must be submitted.

#### **Application Process for SNAs**

- a. An SNA who wishes to apply for a job sharing position must submit to their employer on an annual basis, the completed Application Form in [Circular 0041/2014](#) not later than 1st March before the school year in which they plan to commence job sharing.
- b. Similarly, an SNA wishing to extend an existing job sharing arrangement must submit this Application Form by 1st March.

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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 and to the SNA by the 31<sup>st</sup> March.

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.

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, covering the full school year in question. The Plean Oibre should be submitted 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.



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## **15. Order of Approval**

Where more than 2 teachers or SNAs apply to jobshare in the same school year, the Board of Management will consider all applications on their merit and adjudicate on the matter.

## **16. Informing parents**

- a. In the event that job sharing is approved for two teachers on staff, 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 and job sharing staff will be held prior to school closure for the summer preceding the school year in which the job sharing will take place.

## **17. EPV Days**

Teachers in a Job-Sharing arrangement will only be allowed a maximum of two EPV days each per year.

## **18. Calendar**

A calendar outlining the days in which each teacher/SNA will be in the school must be provided to the Board of Management

## **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 file recording pupil profile details, pupil records and important events associated with individual pupils. The purpose of this is to ensure continuity and consistency of dealing with the children's education between the job sharing staff. In the case of job sharing teachers, Fortnightly plans may be prepared on an alternate basis or jointly by sharing documents.

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## **20. Availability**

a. Job sharing staff are expected to be available for all staff meetings (excluding “Croke Park” hour which will be pro-rata).

Both teachers in a job share arrangement will be asked to attend at parent/ teacher meetings and at school planning days, such as days to roll out the new/revised curriculum as applicable.

## **21. 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: \_\_\_\_\_