



Job Sharing Policy

A member of the permanent teaching staff may apply to work on a job sharing basis under the conditions set out in **Circular P10/2003 (incorporating circulars 10/03, 11/03, 12/03 and 5/03) and P30/2003**. 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 arrangements will 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 BOM before approving job sharing for special needs pupils. **(Circular 10/03 par.2.3(c))**
3. The maximum number of applications for Leave (including Career Break, Exchange, and Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year shall not exceed five. **(Circular 10/2003 paragraphs 3.1 and 3.3)**
4. Both teachers shall present, along with the principal teacher, an information session for parents explaining the strategy employed to manage, teach & assess the class through a Job Sharing scheme. **(Circular 10/03 paragraph 2.3(f))**
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. **(Circular 10/03 paragraph 6.3)** At the end of each week/fortnight both teachers shall complete a detailed report (Cúntas Seachtaine/Coicíse) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
6. Copies of the long-term plan, short-term plans and fortnightly 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 diary in which records of progress and important events shall be noted. Both teachers shall meet for a 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.

10. The two teachers shall work on the basis of week on - week off or a split week. **(Circular 11/03 paragraph 2.3(e)). However alternative arrangements such as working a 2 day/3day week 1 week 2 may be considered also.**
11. Both teachers shall be present for any scheduled parent/teacher meetings.
12. Both teachers shall attend staff meetings.
13. Both teachers shall attend School Development Planning.
14. Both teachers shall attend in-service training.
15. End of year school reports shall be jointly filled out by both teachers for each child.
16. 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.
17. Each job-sharing arrangement will be reviewed at the end of each school year.
18. All applications are subject to a qualified replacement teacher being secured by June 30th of the year of application.
19. An application must be made to the Board of management, on the official application form before March 1st of the year in which the teacher proposes to take the Leave. **(Circular 30/03)** Forms are available from the school or from Primary Payments section of the Department of Education and Science.
20. Teachers shall be notified in writing of the Board's decision.
21. Teachers shall apply for job sharing positions on an individual basis.
22. The principal will decide on the pairings and class for the following year.
23. This will be agreed in advance with the principal and shall hold for the 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.
25. This policy is subject to annual review by the Board of Management at the first meeting in September annually. (September 2023)

For further details see the following:

- **Management Board Members' Handbook Revised 2003** pages 82-87.
- **Department of Education and Science Circulars 10/03 and 11/03.**
- **INTO Members' Handbook** pages 103-105.