

JOB SHARING POLICY



Scoil na mBuachaillí

Clonakilty Boys' National School

Scoil na mBuachaillí, Cloich na Coillte

AIMS / PURPOSES

- a. To clarify the issues relating to job-sharing for all the stakeholders - staff, board of management and parents
- b. To involve all stakeholders in the drawing up of this policy.
- c. To ensure the smooth operation of the school whilst job-sharing is in progress.
- d. To ensure that all stakeholders are aware of the policy and the issues in relation to job-sharing.
- e. To inform staff members of what is expected of them for the duration of the job-sharing.
- f. To explain the criteria used to assess job-sharing applications.
- g. To explain criteria used to select candidates if more than the permitted number apply.

PROCEDURES/GUIDELINES

In drawing up this policy Circular 11/03 is quoted from extensively. Please refer to this Circular for more details if necessary.

1.1 When drawing up this policy the Board of Management of

Scoil na mBuachaillí ensured that the policy is specific to the needs of our school. The staff of the school were fully consulted throughout.

- 1.2 In framing a policy position on job sharing, the Board of Management of Scoil na mBuachaillí have endeavored to ensure that the welfare and educational needs of pupils take precedence over all other considerations.
- 1.3 Important elements of a job sharing policy are outlined at (a) to (f) below.
 - (a) The Board of Management of Scoil na mBuachaillí has determined that no more than 4 teachers will be allowed to participate in job sharing arrangements in any one school year - i.e. there shall be two job-sharing positions allowed in any one year. **The second position is on a trial basis for one year only - 2012 –2013 and will be reviewed at the end of the school year.**
 - (b) The Board of Management of Scoil na mBuachaillí has determined that no more than 2 SNAs will be allowed to participate in job sharing arrangements in any one school year - i.e. there shall be one job-sharing position allowed in any one year.
 - (c) Teachers wishing to job share in a particular year must apply to their Boards of Management for approval on an annual basis before **March 1st**. This stipulation will also apply to teachers who are currently job sharing. The Board of Management will reply to the teachers before **1st April**. The Board must submit approved applications to the Department before **10th April**.
 - (c) When deciding which class level will be taught by the teachers on Job-sharing, the welfare of the pupils will take precedence over all other considerations. Pupils who might be regarded as vulnerable (for example Junior Infants) or having special needs will be taken account of. The class choice will be at the principal's discretion.
 - (d) Principal teachers, Home School Liaison teachers, Supply

teachers and teachers on probation shall not be permitted to job share. However, a Supply teacher may only move temporarily from the Supply Scheme to job share with another teacher. In addition, teachers who are on currently on secondment or are going on secondment cannot job share for the duration of the secondment.

- (e) It is a matter for the Board of Management of Scoil na mBuachaillí to decide the time-sharing arrangements, which it is prepared to endorse. The only available options are week on/week off, or split week.
- (f) Initially the Board have decided that split week - Wednesday, Thursday, Friday, Monday, Tuesday, will be the format.
- (f) As soon as a Board of Management of Scoil na mBuachaillí has decided to allow job sharing, parents will be informed that their child will be taught by job sharing teachers in the relevant school year.
This will be done at the earliest opportunity by way of a special meeting called by the Principal/Board of Management. Teachers whose job sharing applications have been approved by a Board are required to attend such a meeting.
Should the job sharing scheme extend to more than one year an information meeting will be held for each year of the scheme's operation.

2. Length of a Job Sharing Scheme

- 2.1 The minimum period for which a job sharing arrangement may occur is one school year.

3. Termination of job sharing arrangement during the school year

- 3.1 The Board of Management of Scoil na mBuachaillí reserves

the right to terminate a job sharing arrangement if the arrangement is not operating in the best interests of pupils. The temporary replacement teacher should also be made aware that their appointment may be terminated.

4. Eligibility

4.1 All permanent teachers within a school with two years service in a permanent capacity, are eligible to apply for job sharing with the exclusion of Principals (the importance of the leadership function of a Principal precludes this role from being shared), Home School Liaison teachers, Supply teachers and teachers on probation. However, a Supply teacher may move temporarily from the Supply Scheme to job share with another teacher.

4.2 There is also a provision of a job-sharing arrangement of permanent teachers and temporary teachers in cases where no permanent teacher was available to job-share in the teacher's own school (or on an inter-school job-sharing basis). In addition to the conditions which apply in the case of the general job-sharing scheme, the arrangement is subject to the following conditions:

- the arrangement would apply for one school year;
- the temporary teacher would be a fully qualified, probated primary teacher with at least two years permanent service in the past;
- the temporary teacher would commit not to take up or seek another post for the duration of the job-sharing arrangement;
- if, for any reason, the temporary teacher left the job-sharing post, the permanent teacher would return on a fulltime basis immediately.

- In addition teachers who are on currently on secondment or are going on secondment cannot job share for the duration of the secondment.

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

5. Application Procedures

5.1 It is a matter for teachers to find colleagues with whom they may wish to enter into a job sharing arrangement.

Applications must be made in writing to the Board of Management of the school (or schools in the case of inter school job sharing). Such applications must be made to the Board(s) before the **1st March** of the year in which they propose to job share and should be accompanied by the **Plean Oibre**.

Application forms are kept in the Principal's Office. If an extension is required, the teacher **must apply annually** to the Board of Management of Scoil na mBuachaillí (or Boards of Management if an Inter-School Job-Sharing Scheme is involved) on the official application form.

5.2 The **Plean Oibre** must address the

- need for continuity,
- the need for planning for an agreed methodology
- An agreed approach to disciplinary matters.
- It should also provide for the use of the combined talents of both teachers as well as assigning responsibility.
- The Plean Oibre should comply with school policy outlined in the Plean Scoile.

- The Plean Oibre should outline the frequency of out-of-school meetings between the applicants to plan and discuss their work. The Board has decided that the Job Sharing teachers should meet in the school on a weekly basis on the change over day - i.e. Tuesday. **If for any reason this meeting cannot be held (illness etc) the next available day must be used.**
- The Plean Oibre should also address the need for continuity in the case of brief absences (as job sharing teachers cannot substitute for each other). Plans, profiles, record keeping files etc should be made available for substitute teachers.
- The Plean Oibre should also outline the availability of the teachers for relevant staff meetings and for relevant meetings with parents (information, Parent/Teacher Meetings etc).

Boards should be satisfied that the Plean Oibre adequately addresses all of the key issues outlined above.

5.3 The Principal will be centrally involved in all stages of the planning of the job sharing arrangement, including the preparation of the Plean Oibre.

6. Approval of a job sharing arrangement

6.1 The Principal will be required to appraise the Board of Management in detail regarding a proposal to job share. Specifically, the Principal will be asked to outline for the Board

- the extent to which the two proposed job sharers are compatible, co-operative, flexible, and complement each others skills and professionalism.
- The Principal will also be asked to indicate the levels of organisational and communication skills displayed by the pro-

- posed partners,
 - as well as their attendance records.

6.2 In the case of an inter school job sharing arrangement appropriate consultation with the Board of Management of the partner school on all matters relating to the proposed arrangement should be an integral part of the processing of the application.

6.3 The Board(s) of Management must process job sharing applications during the month of May. Where an inter school arrangement is being entered into, the Board(s) must indicate the school in which the job sharing teachers will be based - the application form contains a section in relation to this matter. The Board(s) must convey a decision in writing to the teachers before **1st April**. The Board(s) must submit all approved applications to the Department before **10th April**.

6.4 The Board of Management of the host school for an 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 should sign a Form of Agreement with the Board of Management.

7. Appointing a replacement teacher

7.1 Once a Board(s) approve a job sharing arrangement any consequential vacancy which arises in the school will be filled in a temporary capacity with a fully qualified teacher subject to the requirements of the Rules for National Schools.

7.2 An exception arises in the event that one of the job sharers has been placed/is due to be placed on the panel for redeployment. In this instance, he/she may defer his/her panel rights to engage in job sharing. However, a consequential vacancy will not arise in this case.

8. Resignation while job sharing

- 8.1 The minimum period of a job sharing arrangement is one school year. Therefore a teacher **cannot resign from a job sharing arrangement** to return to teach full time in his/her school during the course of the school year.
- 8.2 A job sharing teacher who wishes to resign from his/her teaching post (as opposed to resigning from their job sharing arrangement) must give the Board of Management (or Boards of Management where an intra school job sharing scheme exists) notice in writing in accordance with the teachers' terms of employment. The remaining job sharing teacher must seek another permanent teacher to job share with or alternatively must resume full time teaching. The temporary replacement teacher should also be made aware that his/her appointment may be terminated.

9. Operation of Job Sharing within the school

- 9.1 Once a job sharing scheme has commenced Boards and particularly Principals are required to ensure that detailed short-term planning and long-term planning occurs between the partners. These plans will be kept in the classroom/office.
- 9.2 Record keeping is highly significant and an essential feature of job sharing, the monitoring of all aspects of the job sharing arrangement is the responsibility of the Principal. Job sharers are required to maintain a diary or pupil profile in which records of progress and important events should be noted.
- 9.3 Job sharing teachers are required to be available for relevant staff meetings and relevant parent teacher meetings.

- 9.4 Each teaching partner should ensure continuity in learning and teaching, especially in the case of brief absences, where a substitute teacher is employed, and from week to week. This is important in relation to delivery of the full curriculum, to teaching methodology, and to matters such as the code of behaviour and allocation of homework.
- 9.5 In the case of absences (as job sharing teachers cannot substitute for each other) the substitute teacher will have access to the plans, pupil profiles, record keeping data etc. As in 9.1 detailed planning will have continue between the substitute and the remaining partner. These issues should be addressed in the Plean Oibre.
- 9.6 The Board of Management will notify the Department's Inspector as soon as possible regarding any new job-sharing arrangement.

10. Position regarding attendance at in-service courses (including curriculum courses), Croke Park Day/hours and school planning days

- 10.1 Job sharing teachers who attend such courses/school planning days on days they are not due to teach shall be granted leave in lieu of such courses/planning days or be paid at the full time rate of pay in respect of the course day(s).
- 10.2 A letter from the Chairperson or Principal teacher confirming attendance at the course/school planning day should be submitted to the Primary Payments Section of the Department. The teacher should also notify Primary Payments Section whether s/he wishes to take a day's leave-in-lieu or payment for the course/school planning day.
- 10.3 A substitute teacher may be appointed in respect of leave in lieu days and be paid for by the Department. Job

sharing teachers may not substitute for themselves during the days leave in lieu.

11. Payment of Salary while job sharing

Please consult Department Circular regarding this issue.

12. Position regarding Posts of Responsibility and Job Sharing

12.1 **Deputy Principals** are not permitted to job share unless they relinquish their post and the appropriate allowance for the duration of the job sharing arrangement. Subject to the post being warranted, an acting Deputy Principal may be appointed from within the staff of the school – the terms of Section 15, Primary Circular 7/03 apply. The acting Deputy Principal will not establish personal title to the allowance and will relinquish it when the Deputy Principal resumes full time duties.

12.2 A **Special Duties** post of responsibility holder may be allowed to job share. However, Boards should examine the duties of the post to determine whether the duties **can** be carried out in full during the periods of attendance of the job sharing Special Duties teacher. Where it is decided that the duties can be so performed, the Special Duties teacher will continue to perform the full duties of the post and will be paid accordingly. Where Boards decide that the duties **cannot** be performed in full while job sharing, subject to the post being warranted, an acting Special Duties teacher may be appointed - the terms of Section 15, Primary Circular 7/03 apply - this acting post of responsibility is on a job sharing basis and the allowance will be shared equally between the two teachers. The acting Special Duties post holder must perform the duties when the job sharing post holder is absent. The acting Special Duties post holder will not establish personal title to the allowance and will relinquish same when the actual post

holder resumes full time duties.

12.3 The Board of Management, in consultation with the Principal, should keep the operation of posts of responsibility held by job-sharing teachers under review to ensure that responsibilities are adequately discharged, and, where necessary, to make appropriate alternative arrangements under Section 12.2 above.

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

12.5 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.

12.6 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.

13. Position regarding job sharing and the redeployment panel

Please consult Department Circular regarding this issue.

14. Resuming full time teaching

14.1 A job sharing teacher may resume full time employment at the end of the agreed job sharing period; or must re-

sume at an earlier date if directed to do so by the Board of Management of the school. A job sharing teacher who has deferred his/her panel rights in order to job share will resume his/her place on the appropriate panel from the date of the termination of the job sharing arrangement.

15. Payment of Salary on Resumption to Full Time Teaching

Please consult Department Circular regarding this issue.

16. Position regarding reckoning of service and seniority for job sharing teachers

Please consult Department Circular regarding this issue.

17. Leave

17.1 Entitlements arising from public holidays to a job sharing teacher will accrue to the teacher who would otherwise be scheduled for duty on the day in question. In such cases however, the normal attendance regime will, where necessary, be varied slightly with a view to allowing both job sharing partners to benefit equally from public holidays.

17.2 Subject to Board of Management approval, job sharing teachers are entitled to take leave under the terms of Circular 18/00 (Brief Absences) for days in which they are scheduled to teach.

Example: A wedding of a member of a job sharing teachers immediate family occurs on a day the teacher is scheduled to teach - the teacher is entitled to a days leave in this instance. Alternatively, if the teacher is not scheduled to teach, s/he is not entitled to a days leave in lieu.

17.3 It is not possible for a job sharing teacher to substitute for her/his partner in the case of occasional short absences. The Board of Management will continue to make arrangements locally for substitute cover.

18. Bereavement Leave/ Leave to look after sick relative

18.1 Under Section 1 of Circular 18/00 (Brief Absences) job sharing teachers are entitled to bereavement leave and leave to look after a sick relative for days in which they are scheduled to be in attendance to teach.

19. Sick Leave

19.1 Job sharing teachers are entitled to 365 days sick leave in a four year period. However, to ensure equity with full time teachers the following formula applies:

- (a) Each day's absence on grounds of illness on which the teacher is scheduled to be in attendance counts as two days sick leave.
- (b) Where sick leave absences span weekends, each intervening weekend shall count as two days sick leave.
- (c) In reckoning the aggregate sick leave, uncertified sick leave will be taken into account, as will periods of school closure occurring during a teacher's absence.
- (d) A job sharing teacher is required to provide a **medical certificate** from a qualified medical practitioner after **two consecutive days** of absence due to illness.

20. Maternity/Adoptive Leave/Parental Leave

Please consult Department Circular regarding this issue.

21. Outside Employment

- 21.1 It is not permissible for a job sharing teacher to engage in outside employment without the consent of the Board of Management, which must normally be obtained beforehand, and that consent will only be given where it is clear that such outside employment will not affect the teacher's work under the Board of Management or be in competition with it.
- 21.2 Job sharing teachers may not engage in part-time or substitute teaching.

22. Superannuation

Please consult Department Circular regarding this issue.

23. Supervision

23.1 Job sharing teachers may engage in the Supervision duty with both teachers sharing one post. The temporary teacher will be entitled to payment for Supervision Duty once he/she undertakes to perform the duties.

24. What if more than 4 teachers apply for job-sharing?

24.1 The Board of Management of Scoil na mBuachaillí will consider all applications on their merit and adjudicate on the matter.

RESOURCES

- (a) Copies of Job-Sharing Application Forms kept in Office.
- (b) Copies of Circular 11/03 kept in Office.
- (c) Attendance records of Staff Members to be kept in office and updated regularly.

MONITORING/EVALUATION/REVIEW

This policy to be reviewed at intervals to assess its effectiveness.

This policy was first drawn up in **May 2003**

Reviewed August 2009

Reviewed again in August 2012

