



Our Lady of Good Counsel School

Innishmore, Ballincollig, Co. Cork

Telephone 021 4878370

www.olgcballincollig.ie

Chairperson of the Board of Management: *Harold Brooks*

Principal: *Aisling Power*

Policy: Job Sharing for Teachers

Date of Issue: September 2019

Amendments / Reviews

11/02/2022- Reviewed by the BOM at meeting in Jan 2022- Point 3.

Aim of Policy: To clarify arrangements for Teachers job-sharing in the school.

Job Sharing Policy

Introduction

This policy sets out the operation of the Teachers Job Sharing Scheme in Our Lady of Good Counsel Special School (OLGC). This policy was developed by the teaching staff and the Board of Management of OLGC School. The policy complies with the Job Sharing Scheme for Teachers Employed in Recognised Primary and Post Primary Schools which is available to download on www.education.ie. This policy should be read and understood within the context of legislation relating to the Job Sharing Scheme for Teachers. It also sets out further information and procedures as outlined in Circular 0054/2019 titled 'Leave Schemes for Recognised Teachers employed in Recognised Primary and Post Primary Schools', in particular Chapter 8, 'Job Sharing Scheme'.

Rationale

Primary school teachers are entitled to apply for the job sharing scheme to assist them in combining work with personal responsibilities and choices. This policy is specific to the needs of OLGC School.

Aims

- To ensure compliance with relevant legislation relating to the implementation of the Job Share Scheme for Primary Teachers
- To ensure educational progress of pupils is not affected by the job share arrangement
- To ensure the continued effective operation of the school where a Job Sharing arrangement exists
- To inform staff members of their duties in relation to the Job Sharing scheme in OLGC School
- To clarify issues in relation to the Job Share Scheme for Primary Teachers Eligibility A teacher may apply to job share where he/she;
 - is registered with the Teaching Council 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 and
 - holds a full time permanent post for the following school year

The principal is not eligible for job sharing due to the leadership nature of the role.

There are two options for a job sharing arrangement:

- (a) Sharing a full-time post: Two full-time teachers in the same school apply to job share
or

- (b) in the case of interschool job sharing arrangement, two full-time, probated teachers in two different schools apply to job share. Teachers are expected to secure their own suitably qualified job share partner with whom they are confident they can plan, collaborate and work professionally with, during the duration of the job share arrangement.

Where the arrangement results in an interschool job share, the Principal and Chairperson will meet with or interview the proposed job share partner to assess their suitability to OLGC School. The decision of the Board of Management is final.

Applying for Job Sharing in OLGC School

Teachers wishing to job share must apply to the Board of Management using the appropriate application form (Appendix A- Application Form for Job Sharing from Circular 0054/2019) before 1st February prior to the commencement of the school year in which they wish to begin job sharing. A personal letter to support their Job Sharing application may be desirable when presented to the Board of Management. A teacher who wishes to extend his/her job sharing arrangement must apply for the extension on an annual basis. Each application for job sharing will be considered by the Board of Management on its own merits within the context of OLGC School. The Board of Management is under no obligation to approve a Job Sharing Arrangement and can as it sees fit, refuse some or all applications at its own discretion. The decision of the Board of Management is final. The Board of Management will issue written notice of approval/refusal by 1st March.

The Board of Management of Our Lady of Good Counsel School welcomes in principle the Job Sharing Scheme outlined in the Department of Education & Skills Circular (41/14).

1. The welfare and education needs of the students will take precedence over all other considerations.
2. The number of Teachers allowed to participate in job-sharing scheme in any one year shall not exceed 1 sharing arrangement. Applications for external job share arrangements will be considered by the Board on a case by case basis, and shall not exceed 1 application in any year. The Board of Management shall carefully consider how the granting of the request might affect the standards and delivery of the curriculum in the school.
3. In the event that the number of staff applying for job-sharing exceeds the position available, then a further selection process will be required to determine the successful applicants. The selection process will focus on the welfare and needs of the pupils, impact on service delivery, skill mix, overall educational needs of the pupils, number of years the applicant has availed of job-share previously and compatibility of applicants. The Board of Management will endeavour to be fair to all applicants and prioritise new applicants or applicants who have availed of fewer years recognised Leave

A member of the permanent teaching staff of AN Other School 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 arrangement will be interviewed individually to assess the viability of their proposed arrangement. (**Management Board Members Handbook 2003, p.82 par.2.2**).
2. The maximum number of applications for Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year shall not exceed three. (**Circular 10/2003 paragraphs 3.1 and 3.3**)
3. 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)**)
4. 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.
5. Copies of the long-term plan, short-term plans and fortnightly reports shall be presented to the Principal Teacher at the appropriate times.
6. Together both teachers shall prepare an agreed weekly and daily timetable.
7. Job sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall meet for sufficient period of time after school at the end of each "teaching shift" to discuss and prepare the necessary handover.
8. 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.

9. The two teachers shall work on the basis of week on - week off or a split week. (**Circular 11/03 paragraph 2.3(e)**)
10. Both teachers shall be present for any scheduled parent/teacher meetings.
11. Both teachers shall attend staff meetings.
12. Both teachers shall attend School Development Planning.
13. Both teachers shall attend in-service training.
14. End of year school reports shall be jointly filled out by both teachers for each child.
15. 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.
16. Each job-sharing arrangement will be reviewed at the end of each school year.
17. All applications are subject to a qualified replacement teacher being secured by June 30th of the year of application.
18. An application must be made to the Board of management, on the official application form before February 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.
19. Teachers shall be notified in writing of the Board's decision.
20. Teachers shall apply for job sharing positions on an individual basis.
21. The principal will decide on the pairings and class for the following year.
22. This will be agreed in advance with the principal and shall hold for the year.
23. 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.
24. This policy is subject to annual review by BoM in November.

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.