



Our Lady of Good Counsel School
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Chairperson of the Board of Management: Harold Brooks
Principal; Aisling Power

Policy: Job Sharing for Special Needs Assistants (SNAs)

Date of Issue: September 2016

Amendments / Reviews
<p>26/02/2019- Reviewed and amended at BOM Meeting- Point 2 and point 4. 20/11/2020_ Reviewed and amended at BOM Meeting Oct 2020 –Point 2 and point 4 and 5. 11/02/2022- Reviewed and amended at board Meeting in Jan 2022- Point 2 and 3</p>

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

Introduction

This policy sets out the operation of the SNA Job Sharing Scheme in Our Lady of Good Counsel Special School (OLGC).. The policy complies with the Job Sharing Scheme for SNAs 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 SNAs.

Rationale

SNAs 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 SNAs.
- 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 SNAs.

Eligibility

An SNA 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 and
- holds a full time permanent post for the following school year

Applying for Job Sharing in OLGC School

SNAs 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 1 st 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. An SNA 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 1 st 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 SNAs allowed to participate in job-sharing scheme in any one year shall not exceed 2 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.
4. SNAs must apply for Job Share annually, and this arrangement will be reviewed annually, and is solely at the discretion of the Board, and within the scope of this policy.
5. Any eligible member of staff who wishes to be considered for the job-sharing scheme must find a colleague with whom they may wish to job share and must make an application to the Board of Management on or before the 1st February of the school preceding that which the application refers.
6. Both SNAs will be interviewed together by the Principal prior to the agreement of the proposal. The Principal will assess the willingness and compatibility of the SNAs to share information and schedules and to have a good working relationship.
7. As a general principle both SNAs will display significant flexibility in relation to absences, holidays and also ensuring the class' participation in school events will continue to happen normally.
8. A job-sharing agreement shall be entered into for one year. A job-sharer who wishes to be considered for an extension of another year must make an application to the Board of Management on or before March 1st of the school year preceding that to which the extension refers. In the interest of equity and fairness vis a vis colleagues who may wish to avail of the scheme, no one SNA or pair of job-sharers may expect to job-share indefinitely.
9. There are two options for a job-sharing arrangement:

- a. Two SNAs in OLGC apply to job-share.
- b. One SNA in OLGC applies to job-share and OLGC is willing to recruit an SNA for the available hours on a specific purpose fixed term contract.

10. Each applicant shall be examined by the BoM in the light of this policy. The following shall be considered only in exceptional circumstances:

- a. The granting of a request in excess of 4. above.
- b. A late application.

It is a matter for the BoM to decide the job-sharing arrangement. The two SNAs shall work on the basis of a week on/week off or split week. This will be determined by the Principal in consultation with the Class Teacher and SNAs. A copy of the school calendar indicating each SNAs working days will be agreed with the Principal in advance.

11. Both SNAs will have weekly consultations for sufficient period of time at the end of each “shift” to make the necessary handover.

12. Both SNAs will be present for any scheduled meetings that are necessary including all staff meetings and staff development days.

13. Both SNAs will collaborate in preparing reports.

14. Both SNAs will complete additional hours on a pro-rata basis as required under DES Circular 0071/2011.

15. The BoM reserves the right to terminate a job sharing arrangement.

Note: it is the responsibility of the individual SNA to make whatever enquiries and arrangements as are necessary regarding issues such as Superannuation, Incremental Credit, Promotion, Leave etc. Guidance should be sought from the DES, Union or other relevant body before entering into a job sharing arrangement as the Board of Management has no advisory role in these matters.