

SCOIL URSULA

Job Sharing Policy

A member of the permanent teaching staff of Scoil Ursula may apply to work on a job sharing basis under the conditions set out in **Circular 0075/2015**. 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.
2. The Board of Management will not take responsibility for recruiting Job-Share partners for existing teachers. Existing teachers will be responsible for seeking suitable Job Share partners. External teachers applying for job sharing arrangement will be interviewed by the Principal to assess their suitability and the viability of their proposed arrangement.
3. Job sharing applications are made on the standard Form JS1 (Appendix A) and must be submitted by the 1st of February. A decision in writing will be given before March 1st.
4. The maximum number of job sharing arrangements in any school year shall not exceed three, two in mainstream and one in Special Needs. Where Job-Share applications exceed these maximum numbers, the Board will assess the merits of each application and decide on which two applications are most viable having regard to the guiding principle at 1. above.
5. Board approval will be granted on a one-year basis only. Each job-sharing arrangement will be reviewed at the end of each school year and job-sharing Teachers must apply for a continuation each year as at 2 above.
6. 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.
7. The BOM will not approve job sharing for Junior Infants or 6th Class.
8. The principal will decide on the class to be taught and this will be agreed in advance and shall hold for the year.
9. In a mainstream job sharing arrangement, both teachers shall present a joint information session for parents explaining the strategy employed to manage, teach & assess the class through a Job Sharing scheme.

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10. In consultation with the Principal both teachers shall prepare together a full year's work-plan as well as a fortnightly scheme for the class. At the end of each month the teachers shall complete a joint report (Cúntas Míósúil) of the curriculum taught and the progress made by the children during the month under both teachers.
11. Copies of the long-term plan, short-term plans and monthly reports shall be presented to the Principal Teacher at the appropriate times.
12. Together both teachers shall prepare an agreed timetable and plan an agreed calendar.
13. 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.
14. End of year school reports shall be jointly filled out by both teachers for each child.
15. 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.
16. The two teachers shall work on the basis of week on - week off or on a split week basis according to the wishes of the Board of Management.
17. Both teachers shall be present for any scheduled parent/teacher meetings.
18. There is not a requirement for both teachers to attend staff meetings. One job-sharing teacher must attend and is responsible for reporting relevant issues to the other teacher.
19. The Extra Hours (Croke Park Hours) requirement shall be split evenly between them.
20. 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.
21. The BOM reserves the right to review and/or amend this policy as necessary.

Signed: _____

Date: _____

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For further details see the following:

- <http://www.into.ie/ROI/InfoforTeachers/Staffing/JobShareTeachers>
- http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/pc10_11_12_5_03.pdf

Amendments following review in February 2016:

1. Amendment at 1 above placing the onus on an existing teacher to seek a suitable Job-Share Partner.
2. Change of Application dates at 2 above.
3. Change of Application Form at 2 above and Appendix 1.
4. Change of sharing conditions at 15 above to include the option of a split week at the Board's discretion.

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APPENDIX ONE



APPLICATION FORM FOR JOB SHARING

Form JS1

Part 1 (A separate form must be completed by each job sharing applicant)

Name	
Home Address	
Contact Telephone No.	
E-Mail Address	
PPSN	
Teaching Council Registration Number	
Length of continuous service with current employer	
In case of Fixed Term Teachers, contract end date	
School Name & Address	
School Roll Number	

Part 2 – Options for Job Sharing Arrangement

Please indicate which Job Sharing Options you wish to apply for

Please Tick - ✓

- Application to share a wholetime post with another teacher in the same school

Name of other Teacher: _____

- Application to share a wholetime post with another teacher through an Interschool Job Sharing Arrangement (primary schools only)

Name of other Teacher: _____

Name of other School: _____

Roll No of other School: _____

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- Application to share a whole time post with a replacement teacher. (The replacement teacher to be recruited by my employer)

- Application to reduce hours of teaching that are less than wholetime hours to job sharing hours and the school is requested to recruit a teacher for the balance of the available hours

Part 3 – Details of Proposed Job Sharing Arrangement

Proposed start date of job sharing arrangement: --

Please Tick - ✓

I, the undersigned:

- wish to apply for job sharing in accordance with the regulations as set out in Department Circular 0075/2015.

- I consent to the transfer of the personal information provided by me on this application form to the partner school involved in the proposed job sharing arrangement

- I declare that the information which I have given in this Application Form is true and accurate.

Signature of Teacher (Named in Part 1)

Date: --

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Part 4 (must be completed by the Employer(s))

NOTE: The following information should be noted before completion.

1. On the basis of the information contained in Part 1 of the completed application form, Employer(s) should determine whether the teachers satisfy the eligibility criteria as set out in Circular 0075/2015 - Paragraph 5.
2. The decision to approve a job sharing arrangement

Please Tick - ✓

I, the undersigned declare:

- that I have examined and approved this Job Sharing Application.
- that the applicant meets the eligibility criteria in Circular 0075/2015 Paragraph 5 and the regulations and procedures set out in this circular have been adhered to.
- that I have informed the teacher of the decision in writing.

Name: _____ (In Block Capitals)

Signature of Employer (Host School) _____

Address: _____

Date: □□-□□-□□

I, the undersigned declare:

- that I have examined and approved this Job Sharing Application.
- that the applicant meets the eligibility criteria in Circular 0075/2015 Paragraph 5 and the regulations and procedures set out in this Circular have been adhered to.
- that I have informed the teacher of the decision in writing.

Name: _____ (In Block Capitals)

Signature of Employer (Other School) _____

Address: _____

Date: □□-□□-□□

*The second signature is only required in respect of an interschool job sharing arrangement (primary schools only).

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