

St. Colman's N.S., Cloyne

Job- Sharing Policy

Policy Statement

This Policy has been drawn up in consultation with the staff and the Board of Management. It sets out the Job-Sharing Policy for teaching staff in St. Colman's N.S. Circular 0054/2019 states that 'the purpose of the Job-sharing scheme is to assist teachers in combining work with personal responsibilities/ choices'. This policy has been developed based on the specific needs of our school and school community. In drawing up the policy on Job sharing, the welfare and educational needs of all pupils take precedence over all other considerations.

This policy should be read in conjunction with Circular 54/2019.

Definition:

A Job-Sharing teacher means a teacher who

1. Is sharing a whole time post on a 50:50 basis or
2. Has applied to reduce their hours to 50% of a whole time post

Aims:

- To provide clarity for staff, especially those considering applying for a Job Share arrangement
- To ensure that all stakeholders are aware of the issues and conditions in relation to Job Sharing
- To ensure the smooth operation and organisation of the school
- To inform staff of the process of applying for a Job Sharing position

Eligibility

In our school, a teacher may apply for a Job-Share arrangement if

- If they have completed at least 2 years continuous, permanent service in the school and that he/she holds a post for the following year

Duration:

A job-Sharing arrangement is for one year. A Job-Sharing arrangement will commence on September 1st and terminate on August 31st the following year.

The Board of Management will only sanction an arrangement whereby each teacher works a week on, a week off.

The Board of Management reserves the right to review and if deemed necessary, to terminate a Job Sharing arrangement during a school year if the board decides that the arrangement is not operating in the best interests of the pupils.

Application Procedures:

A teacher seeking to Job-Share must apply, on an annual basis, to the Board of Management. Applications will only be accepted between November 20th and February 1st prior to the school year in which he/she proposes to commence Job Sharing.

Teachers wishing to apply for a Job Share should apply individually. They do not need to secure a partner in advance. The Principal/Board will pair teachers as they see best suits the needs of the school.

The Board of Management will issue a decision in writing to approve or refuse the application to the teacher no later than March 1st. The decision of the Board is final.

In accordance with Circular 54/2019, the teacher is not permitted to withdraw his/her application after April 14th or from once the replacement teacher's contract has been signed, whichever happens first.

Arrangements and Expectations for all teachers engaging in a Job Sharing arrangement: 2021/2022 and subsequent years.

All teachers participating in a Job Sharing arrangement will:

- Attend all staff meetings even if the meeting is scheduled during their week off
- Both Job Sharing teachers will attend all Parent Teacher Meetings
- Both Teachers will complete Annual School reports together
- Both teachers will plan together – short term, long term, support plans and Cúntas Míosuil
- The Plans will address the following issues – the need for continuity, the need to plan for an agreed methodology (including agreed teaching language) and an agreed approach to disciplinary matters. The plan should also provide for the combined talents of both teachers. Plans must be available to the Principal to view.
- Together, both teachers will prepare an agreed weekly and daily timetable. A copy of this must be given to the Principal.
- An A4 Diary will be kept in the school. Each day, the teacher will record in a factual but concise manner the events/incidents of each day. A record of progress, behaviour issues, and other relevant events will be noted. The book will be kept in school and will be available to be viewed by the Principal and Inspectorate if required.
- The 2 teachers engaging in Job Sharing will meet for a Hand Over meeting each week. A record of the meetings will be kept and available to the Principal if requested.

- Plans, profiles, record keeping files, access to laptop, codes etc. will be made available for substitute teachers.
- It is the responsibility of the Job Sharing teacher to convey any communication made to the staff at CPH etc. to the other teacher.
- Teachers engaging in a Job Share are permitted to take a maximum of 2 EPV days per year

Parental Involvement:

The parents of the class(es) /pupils involved with a Job Sharing Scheme will be informed, usually in Term 3, that their children will be taught by Job Sharing Teachers in the following year. The parents will be invited to attend a meeting in the school if they wish to have further information/clarification regarding the Job Sharing Scheme. The Principal will facilitate and chair the meeting. Both teachers whose Job Sharing Applications have been approved by the Board are required to attend such a meeting.

At the meeting, the teachers will outline how a Job Sharing arrangement will work, how they (the teachers) will work together and explain the strategy employed to manage, teach and assess the class.

Arrangements for 2021/2022 and for years 2022 and subsequent years:

The Board will allow a maximum of 2 Job Share posts from 2022/2023. (4 teachers) At least one post will be in a mainstream class setting. If more than 4 teachers apply to Job Share, the Board will consider the following:

- The length of service in the school
- Whether the teacher has availed of Job sharing before
- If the teacher has availed of Job Sharing before, for how long
- Whether the teacher has applied for Job sharing before but was refused

The Board of Management will consider applications on their merit and adjudicate accordingly, bearing in mind that the welfare and educational needs of pupils take precedence over all considerations.

It should be noted that the Board of Management is under no obligation to approve Job Sharing arrangements and can as it sees fit, refuse some or all applications at its discretion.

For 2021/2022, the Board will consider more than 2 posts. If there are more than 2 Job Share positions, at least 2 of those positions will be in a mainstream class setting. Job Sharing teachers in St. Colman's N.S will not teach Infants or 6th Class. The Board

believes that the middle classes are generally the most suitable classes for a Job Share position.

Duties:

The obligation to provide additional hours under the existing Public Service arrangements is pro-rata for teachers who are Job Sharing

The responsibility to do Yard Duty and supervision duties will be on a Pro-rata basis.

Posts of Responsibility/Assistant Principal Posts

A special duties Post holder may be allowed to Job Share. However, the Board will examine the duties of the post to ascertain whether the duties can be carried out in full when the Job Sharing teacher is in attendance at the school. Where it is decided that the duties can be performed, the Assistant Principal post holder will continue to perform the full duties of the post and will be paid accordingly.

Post Holders who are job sharing and who opt to retain the full post holders allowance, shall attend all meetings relevant to In School Management. When applying to job share, the post holder should outline in a separate document to the Board of Management exactly how they intend to carry out each aspect of their post.

Roles and Responsibilities:

It is the responsibility of all stake holders to familiarise themselves with the terms of this policy and to contribute positively to its on-going implementation within the school setting.

Evaluation and review:

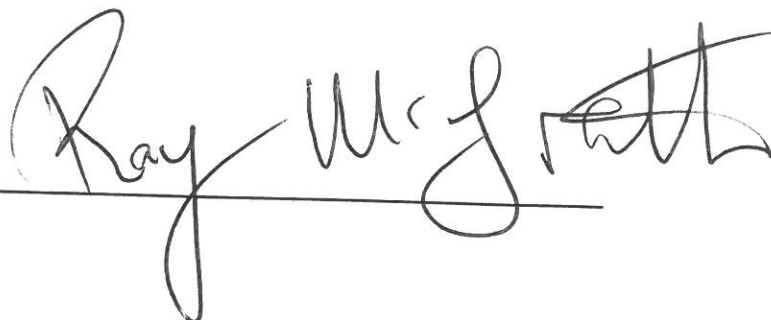
The policy will be evaluated and reviewed annually. Amendments may be made to the policy following

- Feedback from the stakeholders (Parents, pupils, staff and Board of Management)
- An assessment of how efficient and smooth the operation of the Job Sharing arrangement is working
- Changes or revisions to the DES circular/Guidelines

Policy approval:

This policy has been approved and accepted by the Board of Management of St. Colman's N.S.

Chairperson of BOM

A handwritten signature in black ink, appearing to read 'Ray McGrath', is written over a horizontal line. The signature is fluid and cursive.

Date: 3/11/20.

Next Policy review date – September 2021