

# St. Philomena's N.S.



## Jobsharing Policy

## **St. Philomena's Girls Senior National School**

### **Job Sharing Policy**

The Board of Management of St Philomena's N.S, in line with departmental regulations has drawn up the following policy taking account of relevant circulars. This policy is specific to the needs of St. Philomena's NS and in framing this policy the welfare and educational needs of pupils take precedence over all other considerations.

This policy compliments the school ethos which seeks to promote the full and harmonious development of all aspects of the child in line with the doctrines, practices and traditions of the Catholic Church.

#### **Aims**

- To ensure that all stakeholders are aware of the policy and of the procedures and structures in place in order to facilitate the smooth operation of Job sharing.
- To inform all staff members of what is expected of them if/when engaged in a Job sharing arrangement.

#### **Eligibility**

1. All permanent teachers with at least one years' service in a permanent capacity, are eligible to apply for Job Sharing with the exclusion of the Principal, those on probation and those filling the role of HSCL teacher. Please refer to the relevant circular as to terms and conditions laid down.

#### **Procedures: Applying for Job Sharing**

1. All persons applying for Job Sharing are expected to familiarise themselves with the details of the Job sharing Scheme as outlined in all relevant circulars from the DES (See [www.education.ie](http://www.education.ie))
2. An application must be made on the official application form before February 1st of the year in which the teacher proposes to take the leave.
3. Teachers wishing to Job Share must submit an individual written application together with a Plean Oibre to the Board of Management before February 1st of the preceding academic year.
4. An inter -school job-share will require both teachers to attend for interview to assess compatibility. The teacher from an outside school will provide an up to date curriculum vitae together with appropriate references pending interview, the Board may or may not decide to approve the job sharing.

**The Plean Oibre:** The Plean Oibre must address the following issues-

- The need for continuity, the need for planning for an agreed methodology and an agreed approach to disciplinary matters.

- It must comply with school policies as outlined in the Plean Scoile. The Plean Oibre should outline the frequency of "After school "meetings/communications between the applicants to plan and discuss the work. It must 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. must be made available for substitute teachers.
- It must also outline the availability of teachers for relevant staff meetings, IEP meetings and for relevant meetings with parents, parent/teacher meetings etc. The Principal shall be involved centrally in all stages of the planning of the Job Sharing arrangement, including the preparation of the Plean Oibre. In considering applications the Board shall satisfy itself that the Plean Oibre adequately addresses all the key issues outlined above.

**Job Sharing- SNAs:** As for teachers, the welfare and care needs of the pupils take precedence over all other considerations. The school shall have due regard to the capacity of the school to meet its obligations to pupils and shall therefore apply a limit to the number that may avail of the scheme at any one time. The terms of circular 41/14 (Job Sharing for Special Needs Assistant), with the exception of point 6.7 shall apply.

**Approval:**

The Board shall have due regard to the capacity of the school to meet its obligations to all pupils and shall therefore apply a reasonable limit to the number of its teaching staff that may be absent on Job Sharing/ Career Break/Exchange/Teacher exchange /and Secondment at any one time.

**The BoM will sanction a maximum of 2 teachers in any one year on Job Sharing arrangements (subject to a maximum of 35% of staff being out on a combination of Career Break and Job Share arrangements or other absences) The BOM reserves the right to make decisions to accommodate the exigencies of any situation that might arise on compassionate grounds. All permissions will be in line with DES circulars and INTO /CPSMA agreements.**

The minimum period for which job sharing arrangement may occur is one full school year. However the Board of Management reserves the right to review and if necessary to terminate job sharing arrangement at any time if the Board decides it is not in the best interests of the pupils. Persons wishing to extend the Job Sharing arrangement beyond one year must re-apply on an annual basis.

**The Cathaoirleach BoM will outline to the Board –**

- The extent to which the two proposed job sharers are compatible , flexible and complement each other's skills and professionalism
- The levels of organisational and communication skills displayed by the proposed partners, as well as their attendance records.

The Board will assess each application in accordance with guidelines set out in the relevant DES circulars and in accordance with the terms of this policy and shall give its formal decision in writing to teachers no later than March 1<sup>st</sup>. In the event of applications for J.S. C. B. etc. being in excess of the numbers agreed by the Board in any school year, the Board shall

adjudicate on the matter by means of interview and by reference to the criteria to be notified ahead of interviews. Seniority will also be a factor in reaching a decision. The Board will inform the DES of all approved JS applications by April 14th of any year. As soon as the Board has sanctioned a Job Sharing arrangement, parents will be informed at the earliest opportunity by way of a special meeting called by the principal and the Board of Management.

### **Class levels /Teaching Duties**

The allocation of classes remains the absolute prerogative of the Principal.

### **Time Sharing Agreement**

The Board is only prepared to endorse either of two options - week on/week off or the split week.

### **Position regarding attendance at In-Service Courses (including Curriculum Courses), 'Croke Park Hours, School Planning Days and 'Extra Personal Vacation' (EPV) Days**

- Both teachers must be present for Parent/Teacher meetings.
- Both teachers must be present for the drawing up of School Support Plus Plans with members of the SEN team and all staff meetings.
- The remaining Croke Park hours may be shared equally between them. However it is the responsibility of the teacher present to inform the job sharing partner of what has taken place.
- Job Sharing Teachers who attend In-Service Courses/School Planning Days on days they are not due to teach shall be granted leave in lieu.
- A letter from the BOM Chairperson or Principal Teacher confirming attendance at the In-Service Course/School Planning Day will be submitted to the Primary Payments Section of the DES. The teacher should also notify Primary Payments Section whether s/he wishes to take a day's leave-in-lieu or payment for the In-Service Course/School Planning Day
- 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.
- Teachers involved in a Job Sharing Scheme do not take EPV Days due to concerns about the total number of teaching days which would be lost if Job Sharing teachers were to avail of EPV days during the School Year, as well as their entitlement to 'days in lieu' in respect of Public Holidays..

### **Supervision**

Job Sharing Teachers shall engage in Supervision Duty with both teachers sharing one post.

### **Planning**

- As stated above a Plean Oibre must be submitted with an application for Job sharing by each individual to the Board of Management.

- Both teachers must prepare together a full plan of work on a term by term basis. This must be submitted prior to the commencement of each term.
- At the end of each month a detailed report of the curriculum taught and the progress made by the children must also be made and submitted to the Principal in the Cuntas Míosúil format.
- Both teachers shall meet for sufficient periods of time (to be stated in the Plean Oibre) at the end of each teaching shift to discuss and prepare the necessary hand-over.
- Job sharers are required to maintain a diary in which records of progress, of handover meetings and important events shall be noted. End of year reports shall be filled out jointly.
- Both teachers must be in attendance at all planning meetings in relation to the drawing up of School Support Plus Plans.

### **Parental Involvement**

As stated above the parents will be informed by the Board that the children will be taught by Job Sharing teachers in the following school year. This will happen in term 3 by means of a letter advising them of the decision and inviting them to attend a meeting. Both teachers will also be required to attend and to present their plan for teaching, managing, assessing, planning etc. to the parents.

### **Evaluation/Review**

The policy will be subject to bi-annual review by the Board and may be amended in light of Feedback from the various stakeholders,  
The efficient and smooth operation of the scheme  
Benefits to the school arising from its implementation  
Revised /New DES circulars/guidelines.

### **Communication**

A copy of the policy will be e-mailed to all members of staff and will be posted on the School's Website. Parents whose children are to be taught by J.S teachers will be given copies at the meeting informing them of same.

### **Implementation**

This policy will be implemented from September 1st, 2020 and reviewed annually thereafter.

### **Ratification**

This policy was ratified at a Board of Management meeting on March 12<sup>th</sup> 2020 and will be reviewed when necessary. (Reviewed and ratified at BOM meeting on 25th January, 24)

Signed: Patrice White (Chairperson)

Signed: Geraldine Gaffey (Principal)

25/1/24

Review January 26

