

## Title

### Job Sharing Policy

#### Introductory Statement

A member of the permanent teaching staff of St. John's National School, Ballisodare, Co. Sligo 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. This policy outlines the factors that influence any Job Sharing arrangement in our school.

#### Content of the Policy

The following points will be considered by the Board of Management in a Job Sharing arrangement.

1. As a guiding principle, the welfare and educational needs of the children will be the underpinning factor in all issues around Job Sharing. Teachers applying for a job Sharing arrangement from another school will be interviewed to assess the viability of the proposed arrangement. (Management Board Members Handbook 2003, p82 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 five. (Circular 10/03 paragraph 3.1 and 3.3)
3. Both teachers shall present, along with the principal teacher, an information session for parents explaining the strategy that will be employed to manage, teach and assess the class through the Job Sharing scheme. (Circular 10/03 paragraph 2.3(f))
4. In consultation with the Principal, both teachers shall prepare a full year's work plan as well as a weekly or 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/Coicise) of the curriculum taught and the progress made by the children during the wee/fortnight under both teachers.
5. Copies of the long-term plan; shor term plans and fortnightly reports shall be presented to the Principal teacher at the appropriate times.

6. Job Sharing shall not be practiced in Junior Infant or 6<sup>th</sup> Classes.
7. Together, both teachers shall prepare an agreed weekly and daily timetable.
8. Job Sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall meet for a sufficient period of time, after school, at the end of each "teaching shift" to discuss and prepare the necessary handover.
9. 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.
10. The two teachers shall work on the basis of week on/week off or a split week.  
(Circular 11/03 paragraph 2.3 (e))
11. Both teachers shall present for any scheduled parent/teacher meetings
12. Both teachers shall attend staff meetings
13. Both teachers shall attend School Development Planning
14. Both teachers shall attend in-service training
15. End of year reports shall be jointly filled out by both teachers for each child.
16. The Board of Management reserves the right to terminate a Job Sharing arrangement in the event of it not operating in the best interests of the pupils and/or the school.
17. Each Job Sharing arrangement will be reviewed at the end of each school year.
18. All applications are subject to a qualified replacement teacher being secured by June 30<sup>th</sup> of the year of application.
19. An application must be made to the Board of Management, on the official application form before March 1<sup>st</sup> of the year in which the teacher proposes to take the leave.  
(Circular 30/03) Forms are available from the Department for Education and Skills
20. Teachers shall be notified in writing of the Board's decision.
21. Teachers shall apply for Job Sharing arrangements on an individual basis
22. The Principal will decide on the pairings and class for the following year
23. This will be agreed in advance with the Principal and shall hold for the year.
24. 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-holder's duties, including ISM and (if applicable) Senior Management Meetings.

25. This policy is subject to annual review by the Board of Management.

### **Timeframe for Implementation**

This policy is currently effective.

### **Communication**

This policy is available to view on our website, [www.stjohnsballisodare.com](http://www.stjohnsballisodare.com) or by request.