

Job Sharing Policy

Harold's Cross NS

Ratified by BOM on 24th June 2020. Reviewed and amended 17th, June 2021

Signed: Denis Smith

Chairperson of the Board of Management.

Drawn up in March 2015. Ratified by the board on March 2015. Reviewed again in June 2016.
Ratified by the BOM on 24th June 2020.

Job Sharing Policy Harold's Cross NS

The Board of Management of Harold's Cross NS, in line with departmental regulations has drawn up the following policy taking account of relevant circulars. This policy is specific to the needs of Harold's Cross 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 employed in HCNS with at least two 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)
2. An application must be made on the official application form before Feb 1st of the year in which the teacher proposes to take the leave (dependent on departmental directives).
3. Teachers wishing to Job Share must submit an individual written application together with a Plean Oibre to the Board of Management before March 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 share.

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.

Drawn up in March 2015. Ratified by the board on March 2015. Reviewed again in June 2016.
Ratified by the BOM on 24th June 2020.

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 3 teachers in any one year on Job Sharing arrangements. Only one internal class job sharing arrangement will be facilitated at any one time and two external 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 April 1st.

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 12th of any year.

As soon as the Board has sanctioned a Job Sharing arrangement and class assignments have been made, parents will be informed 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 one option - week on/week off. (SNAs may engage in a split week scenario)

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. **There will be two parent teacher meetings each year to provide feedback to parents. These will take place in November and February.**

Both teachers must be present for the drawing up of IEPs 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.
- Both teachers must submit full fortnightly plans for the class to the principal **prior** to the start of each fortnight.
- 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. This may be done using the Google Meet platform for three of the four weeks per month. The teachers must meet with the principal on the fourth Friday in person.
- 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 IEPs.

Drawn up in March 2015. Ratified by the board on March 2015. Reviewed again in June 2016.
Ratified by the BOM on 24th June 2020.

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.
- Policy to be uploaded to the drive once changes have been approved by the board.

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 uploaded to the drive 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 the same.

Implementation: This policy will be implemented from September 1st, 2015 and reviewed annually thereafter.

Ratification: It was ratified by the Board on March 19th, 2015 and reviewed and amended and ratified by the Board again in June 2016 and June 2020.

Signed;

Chairperson of the Board: Denis Smith

Date: 24.06.20

INTER-SCHOOL JOB SHARING: ADDENDUM TO IN-SCHOOL JOB SHARING POLICY

A: If a member of the staff applies to Job Share with a teacher from another school but based in Harold's Cross NS, the following conditions (in addition to all the relevant requirements included in DES Circulars and as detailed in HCNS's Job Sharing Policy) will apply

- (a) A copy of the Teacher's Curriculum Vitae, relevant Inspector's Report(s), up-to-date references and names of referees will be required.
- (b) The Teacher will be required to attend for interview.
- (c) The outline Plean Oibre should be submitted before 1st March of the preceding academic year.
- (d) The decision of the Board of Management in adjudicating on the suitability of the applicant for a Job Sharing arrangement will be final.
- (e) Each and every Job Sharing arrangement shall be reviewed annually and the teacher from outside may be required to attend for Interview again if a further application to continue is submitted.

Inter-School Job Sharing Scheme:

- In the case of an Inter-School Job Sharing arrangement appropriate consultation with the Board of Management of the partner school on all matters relating to the proposed arrangement will be an integral part of the processing of the application.
- The Board(s) of Management will process all Job Sharing Applications during the month of March. Where an Inter-School Job Sharing arrangement is being entered into, the application must indicate the school in which the job sharing teachers will be based (the Application Form contains a section in relation to this matter). The Board(s) must convey a decision in writing to the teachers before 1st April. The Board(s) must submit all approved applications to the Department before 10th April.
- The Board of Management of the host school for an Inter-School Job Sharing arrangement is considered to be the employer for both Job Sharers for the duration of the Job Sharing period and the teacher should sign a Form of Agreement with the Board of Management.

B: If a member of the Harold's Cross NS staff applies to Job Share with a teacher from another school based in the other school, the Board of Management will consider the application as it would applications for Career Break/Secondment/Teacher Exchange etc.

Appendix 2

Please refer to all relevant circulars in relation to Payment of Salary, POR and Job Sharing, attendance at in-service including curriculum courses and school planning days, Job sharing and the redeployment panel, leave etc.