



# St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín  
Deputy Principal: Lynsey Dungan

Roll Number: 16333Q  
RCN: 20118839

## Job Sharing Policy.

A member of the permanent teaching staff may apply to work on a job sharing basis under conditions set out in the Terms and Conditions for Registered Teachers, Edition 2 (27/06/2017) as may be amended from time to time by the Department of Education. The following points outline additional factors influencing any 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 job sharing arrangement will be interviewed together to assess the viability of their proposed arrangement.
2. There are two options for a job sharing arrangement:
  - Sharing a wholetime post: Two wholetime teachers in the same school apply to job share or in the case of interschool job sharing (primary schools only) where two wholetime teachers in two different schools apply to job share.
  - On a case by case basis/subject to BOM approval: A teacher applies to job share and the employer is willing to recruit a teacher for the balance of the available hours on a specified purpose (fixed term) contract which will terminate at the end of the school year.
3. Job sharing will not be practiced in Junior Infants.
4. Both teachers will present, along with the Principal teacher, an information session for parents explaining the strategy employed to manage, teach and assess the class through a job sharing scheme.
5. In consultation with the principal both teachers will prepare together a full year's work plan as well as a weekly scheme for the class. Appropriate communication processes will be put in place between teachers sharing a post to allow them to fulfil the responsibilities of the post. Each week both teachers will communicate regarding planning. They will review the curriculum taught and the progress made by the children during the week. They will then plan together a scheme of work for the following week.



6. A diary of general information relating to day to day events will be kept by both teachers to be passed to each other each week. Copies of the long term plans will be presented to the Principal teacher at the appropriate times.
7. Together both teachers will prepare an agreed weekly and daily timetable.
8. As a general principal both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class' participation in school events will continue to happen normally.
9. If EPV days are taken, job sharing teachers may take a maximum of five days between them.
10. The two teachers will work on the basis of week on – week off or split week.
11. Both teachers will be present for annual parent teacher meetings. Both teachers will also be present for Additional Needs meetings each September.
12. Additional hours under the existing Public Service Agreements is pro rata for teachers who are job sharing.
13. End of year reports will be jointly filled out by both teachers for each child.
14. Each job sharing arrangement will be reviewed at the end of each school year.
15. Teachers interested in looking for a job share partner having first spoken with the principal should invite applications from the staff. To allow for consideration by the staff and as the deadline is the 1<sup>st</sup> of February this should be done no later than the December staff meeting.
16. Should there be more than two responses to a job sharing proposal, a decision will be made on a case by case basis by the Board of Management at the Board's discretion.
17. Should there be no response from the staff then applications should be sought elsewhere.
18. Job sharing teachers in primary schools who are required to attend courses/school planning days on days they are not due to teach shall be granted leave in lieu for such days. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours commitment under the current Public Service Agreements.

Reviewed by the Board of Management and approved on 13th November 2018

*Melvyn Mullins*

Very Rev. Melvyn Mullins,

Chairperson, Board of Management.