



Ahane National School,

Laught,  
Lisnagry,  
Co. Limerick.

Email:

Tel: +353 (0) 61 335 101  
office@ahanenationalschool.ie  
Roll number: 16508 C

Principal: Siobhán Kennedy  
Deputy Principal: Grace Ryan

# **Job Share Policy January 2021**

## Table of Contents

|  |      |
|--|------|
| 1. Introduction.....   | p.3  |
| 2. Rationale.....  | p.3  |
| 3. Aims .....  | p.3  |
| 4. Definition.....   | p.3  |
| 5. Eligibility .....   | p.4  |
| 6. Duration of Job Sharing Arrangement.....                  | p.4  |
| 7. Job Sharing Options .....                                 | p.4  |
| 8. Application Procedures.....                               | p.5  |
| 9. Approval of a Job Sharing Arrangement .....               | p.5  |
| 10. Plean Oibre .....  | p.6  |
| 11. Duties .....   | p.7  |
| 12. Leadership and Management Posts.....                     | p.7  |
| 13. In Service / School Planning Days.....                   | p.7  |
| 14. EPV days.....  | p.7  |
| 15. Classroom Planning .....                                 | p.8  |
| 16. Termination .....  | p.8  |
| 17. Class Level/ Teaching Duties.....                        | p.8  |
| 18. Time Sharing Arrangement.....                            | p.8  |
| 19. Informing Parents .....                                  | p.9  |
| 20. Handover Arrangements between Job Sharing teachers ..... | p.9  |
| 21. Supervision .....  | p.10 |
| 22. Evaluation and Communication .....                       | p.10 |
| 23. Ratification and Implementation .....                    | p.10 |

Appendix 1: Inter school Job Sharing

Appendix 2: Job Sharing Application form

## **1. Introduction**

This policy sets out the operation of the Teachers Job Share Scheme in Ahane National School. The policy was developed in consultation with school staff and the Board of Management of Ahane National School. The policy complies with the most recent Circular (Circular 0054/2019) on Leave Schemes for Registered Teachers in Recognised Primary and Post Primary Schools 0054/2019. The policy should be read and understood in conjunction with the [General Provisions for All Schemes](#), and [Definitions](#) and within the context of legislation relating to the Job Sharing Scheme for Teachers Circular 0054/2019, Chapter 8.

The Circular on Leave Schemes for Registered Teachers in Recognised Primary and Post Primary Schools is available to download from [www.education.ie](http://www.education.ie)

## **2. Rationale**

Primary School teachers are entitled to apply for the job sharing scheme to assist them in combining work with personal responsibilities and choices. This policy is specific to the needs of Ahane National School, Laught, Lisnagry, Co. Limerick.

## **3. Aims**

- To ensure compliance with relevant legislation relating to the implementation of the Job Share Scheme for Primary Teachers.
- To ensure educational progress of pupils is not affected by the Job Share arrangement.
- To ensure the continued effective operation of the school where a job sharing arrangement exists.
- To inform staff members of their duties in relation to the job sharing scheme in Ahane NS.
- To clarify issues in relation to the Job Share Scheme for Primary Teachers.

## **4. 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.

A **Whole-time** teacher means a teacher who is contracted for:-

28 hours 20 minutes per week in a Primary School

### **5. Eligibility**

A teacher may apply to job share where he/she

- is registered with the Teaching Council
- will have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with the current employer
- holds a fulltime permanent post for the following school year which is equivalent to or over 50% of a whole time teacher (i.e. 14 hours 10 minutes per week).
- A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

The Principal is not eligible for Job Sharing.

### **6. Duration of Job Sharing Arrangement**

The minimum period for a Job Sharing arrangement is one school year.

In exceptional circumstances, an employer may authorise a Job Sharing arrangement to commence during the course of the school year and to terminate no earlier than the end of the same school year i.e. 31<sup>st</sup> August.

### **7. Job Sharing Options**

There are **two options** for a job sharing arrangement

A teacher may make an application to share a whole time post on a 50:50 basis or may apply to reduce their hours to 50% of a whole time teacher. This amounts to 14 hours 10 minutes per week

#### **Option 1: Share a whole time post on a 50:50 basis:**

Share a whole time post on a 50:50 basis with an existing whole time teacher:-

- in the same school or
- in another school under an inter-school Job Sharing arrangement.

Where the arrangement results in an interschool job share with Ahane NS as the host school the Principal and or Chairperson will meet with/interview the

proposed job share partners to assess their compatibility and the suitability of the teacher from the outside school to Ahane NS. 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.

**Option 2: Reduction of whole time teaching hours to 50%**

Reduction of whole time teaching hours to 50% with a teacher recruited by the employer for the balance of the available hours on a (fixed term) contract which will terminate at the end of the school year.

**8. Application Procedures for Job Sharing in Ahane National School**

Teachers seeking to Job Share must apply to the Board of Management using the appropriate application form before the 1<sup>st</sup> February prior to the commencement of the school year in which they wish to begin job sharing.

A teacher who wishes to extend his/her job sharing arrangements must apply for the extension on an annual basis.

**9. Approval of a Job Sharing Arrangement**

The Board shall assess each job sharing application in accordance with the guidelines in the circular and within the terms of this Job Share Policy .Each Job Sharing application will be considered by the Board of Management on its own merits and within the context of Ahane NS.

The Principal will be required to appraise the Board of Management in detail regarding a proposal to Job Share. Specifically the Principal will be asked to outline for the Board –

- the extent to which the two proposed Job Sharers are co-operative, flexible and complement each other’s skills and professionalism.
- The level of organisational and communication skills displayed by the proposed partners, as well as their attendance records.

The Board of Management will issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teacher no later than 1<sup>st</sup> March. The decision of the Board of Management is final.

Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a Job Sharing post, the teacher will not be permitted to withdraw

his/her application after 14<sup>th</sup> April, or from once the replacement teacher's contract has been signed, whichever happens first.

In exceptional circumstances, the employer may permit a Job Sharing teacher to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond 1<sup>st</sup> November

The Board of Management is required to inform the Department of Education and Skills of all approved applications. All job sharing applications will be subject to the final approval of the DES.

## **10. Plean Oibre**

In a Job Share arrangement the teachers shall present a proposed plan of work (Plean Oibre) for the approval of the Principal.

The Plean Oibre must adequately address

the need for continuity and consistency in curriculum planning, record keeping, classroom organisation, teaching methodologies and the need for an agreed approach to discipline matters and parent teacher contact

The Plean should provide for the use of combined talents of both teachers as well as assigning responsibility.

The Plean Oibre should comply with School Policy

The Plean should outline the frequency of out of school meetings to plan and discuss their work

The Plean should address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other).

The Plean should outline the availability of teachers for relevant staff meetings and for relevant meetings with parents (Parent Teacher meetings, additional Public Service Agreement hours)

The Board should be satisfied that the Plean Oibre adequately addresses all of the key issues outlined above.

The Principal will be centrally involved in all stages of the planning of the Job Sharing arrangement including approving the Plean Oibre.

The above will apply in so far as appropriate to the Special Education team teachers involved in Job Sharing.

## **11. Duties**

The job sharing partners will establish appropriate communication processes which must be approved by the Board of Management. The method of communication may be electronic or hand written and must be available to the Principal at all times.

Both job sharing teachers will attend Parent/ Teacher meetings. Scheduled Parent Teacher meetings are held once a year in either November or January.

Any matters relating to pupils must be dealt with in accordance with School Policy and in a timely way.

Both job sharing teachers will complete the End of Year Reports.

## **12. Leadership and Management Posts**

The entitlement to fill a Leadership and Management Post and/or appointment to and payment in respect of Acting Leadership and Management Posts will be in accordance with relevant Department publications and/or other regulations.

The employer should keep the operation of Leadership and Management posts held by Job Sharing teachers under review to ensure responsibilities are adequately discharged.

## **13. In Service/School Planning Days**

A Job Sharing teacher who is required to attend courses/school planning days on days he/she is not rostered 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.

Where leave in lieu is granted, confirmation of attendance at the course/school planning day should be submitted in writing to the employer who must notify the Department via the OLCS. Substitution for such days is not paid by the Department.

## **14. Extra Personal Vacation Days**

In normal circumstances (Non Covid 19 times) Job Sharing teachers in Ahane NS can take up to two EPV days each up to a maximum of 4 between the two teachers Job Sharing.

### **15. Classroom Planning**

Job Sharing teachers are expected to complete planning in line with School Policy. Job Sharing teachers are expected to complete termly and fortnightly plans and Monthly Progress Reports at the end of the month. Monthly Progress Reports must be submitted to the Principal at the end of the month. Job Sharing teachers must prepare a weekly timetable and present a copy to the Principal. A copy of the timetable must be kept in the Substitute Information folder.

Job Sharing teachers are required to keep a diary in which records of progress, behaviour issues, meetings with parents, payments of money, friendship concerns and other relevant events must be recorded.

Both teachers will be mindful of Assessment of and for Learning and its important place in pupil progression.

Both teachers must be present for the drawing up of IEPs with members of the SEN team

As a general principle both teachers will display significant flexibility in relation to the class's participation in school events so that they will continue without interruption.

### **16. Termination**

The arrangement may be terminated at any time if it is not operating in the best interests of the pupils.

### **17. Class levels/Teaching Duties**

The welfare and educational needs of the children will take precedence over all other considerations in deciding the teaching duties assigned to the Job Share partners. The decision of the Principal is final in assigning teaching roles to teachers

Special account must be taken of pupils who might be regarded as vulnerable or have special needs.

The allocation of classes/teaching duties must take account of Job Sharing applications and remains the absolute prerogative of the Principal.

### **18. Time Sharing Arrangement**

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

### **19. Informing parents**

As soon as the Board of Management has decided to allow job sharing and classes have been allocated parents should be informed that their child(ren) would be taught by job sharing teachers in the relevant school year. The Board will notify parents at the earliest possible opportunity.

### **20. Handover arrangements between job sharing teachers**

Both teachers will meet/speak at the end of each teaching shift to discuss and prepare the necessary handover. This meeting can be done in person or remotely using Zoom/ Microsoft teams. The Principal will be available to the Job Sharers if necessary. It is the responsibility of the Job Sharing teachers to convey any communications made to staff to Job Sharing partner.

### **21. Supervision:**

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

### **22. Evaluation**

There will be ongoing evaluation of all aspects of the Job Sharing arrangements. The Principal will report to the Board of Management each term regarding the implementation of the Job Share

### **23. Communication:**

A copy of the policy will be available to all members of staff and will be posted on the school's website.

Parents whose children are to be taught by Job Sharing teachers will be given copies at the time of informing them of same.

**Implementation:** This policy will be implemented from September 1<sup>st</sup> 2021 and reviewed annually thereafter.

**Ratification:** This policy was ratified by the Board of Management of Ahane NS on 11<sup>th</sup> February 2021

Signed: Tony Harnett  
Chairperson of the Board:

Date: 11<sup>th</sup> February 2021

## **Appendix 1**

### **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 Ahane NS, the following conditions (in addition to all the relevant requirements included in DES Circulars and as detailed in 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 decision of the Board of Management in adjudicating on the suitability of the applicant for a Job Sharing arrangement will be final.
- (d) 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 February. 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 1<sup>st</sup> March. The Board(s) must submit all approved applications to the Department.
- 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 Ahane 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 A - Application Form for Job Sharing

**The Application Form should be fully completed annually and submitted to the employer not later than 1<sup>st</sup> February. A separate Application Form must be completed by each Job Sharing applicant.**

*PART 1A – TEACHER APPLICATION*

Teacher's Name: \_\_\_\_\_ Contact No:  
\_\_\_\_\_

Home Address:  
\_\_\_\_\_

E-mail Address:  
\_\_\_\_\_

PPSN:  
\_\_\_\_\_

School Name: \_\_\_\_\_ Roll No:  
\_\_\_\_\_

*Data Protection Privacy Statement*

The main purpose for which the Department requires you to provide this personal data to your employer enable your Job sharing application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 1B - DETAILS OF JOB SHARING APPLICATION

Proposed start date of Job Sharing Arrangement: \_\_\_\_\_

Please indicate in the table below your proposed Job Sharing Options.

| Tick relevant box | Job Sharing Options   | Details  |
|-------------------|---|--|
|                   | <b>Option 1: (a)</b> Share a whole time post on a 50:50 basis with an existing whole time teacher in the same school.   | Teacher's name:<br>_____   |
|                   | <b>Option 1: (b)</b> Share a whole time post on a 50:50 basis with an existing whole time teacher in another school under an inter-school Job Sharing arrangement (Primary schools only). | Name of other teacher:<br>_____<br>Name of other school:<br>_____<br>Roll No of other school:<br>_____ |
|                   | <b>Option 2:</b> Reduction of whole time teaching hours to 50% with a teacher recruited by my employer for the balance of available hours.  |  |

Declaration

I wish to apply for Job Sharing in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job Sharing arrangement.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

PART 2 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Job Sharing application in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- 1) Application for Job Sharing
- 2) Copy of Application from Job Sharing partner (where applicable)
- 3) Copy of Decision Notice issued to teacher

Approved Job Sharing has been recorded on the OLCS/relevant ETB system

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer (Host school))

**\* The second signature below is only required in respect of an Inter-school Job Sharing Arrangement (Primary schools only)**

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer of base school)

\*School Name \_\_\_\_\_ Roll No: \_\_\_\_\_

***Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***