



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

Scoil Ailbhe, Caherelly NS

Job Sharing Policy

The Board of Management of Scoil Ailbhe, Caherelly NS, in line with departmental regulations, has drawn up the following policy taking account of relevant circulars.

In framing this policy the welfare and educational needs of pupils take precedence over all other considerations.

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.
- To provide a fair framework for the operation of job sharing while ensuring that the welfare and educational needs of pupils take precedence over all other considerations

Staff who avail of job sharing in Scoil Ailbhe, Caherelly N.S. do so subject to the most up-to-date arrangements provided by the Department of Education.

Teachers:

Scoil Ailbhe, Caherelly N.S. will apply the terms and conditions of Circular 54/19 (or the most recent relevant circular) to job share arrangements. In addition to this circular Scoil Ailbhe, Caherelly N.S. sets out the following clarifications:

Eligibility:

1. All permanent teachers employed in Caherelly NS who 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 may apply. This requirement is waived where a teacher is compulsorily redeployed into a school or where a school is amalgamated provided that he/she has worked at least one full year in his/her former school prior to redeployment/ amalgamation. As per circular 54/19 this applies 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 the terms and conditions laid down.

Application Process:

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
2. An application must be made before February 1st of the year in which the teacher proposes to take the leave. Teachers wishing to Job Share must submit a written/email application.
3. An inter-school job-share may require the outside teacher to attend for an 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.

Approval:

The Board of Management will inform teachers of their decision by the 1st March. Applicants cannot withdraw their applications after the 14th April.

Special Needs Assistants:

Scoil Ailbhe, Caherelly N.S. will apply the terms and conditions of [circular 41/14](#) (or the most recent relevant circular) to any job-share arrangement. In addition to this circular Scoil Ailbhe, Caherelly N.S. sets out the following clarifications:

Eligibility:

A special needs assistant may apply to job-share where he/she 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

Application:

Written applications must be submitted before March 1st of each year.

The Board of Management will have responsibility for employing substitutes for absences.

Approval:

Approval/refusal decisions will be made by 31st March.

Applicants cannot withdraw their applications after the 14th of April.

Scoil Ailbhe, Caherelly N.S. Procedures:

1. As advised in circulars 54/19 and 41/14 the Board of Management reserves the right to terminate the job share at any time if it is not operating in the best interests of the pupils.
2. The Board shall have regard to the capacity of the school to meet its obligations to pupils and shall apply a reasonable limit to the number of teaching staff that may be absent on Job Sharing/ Career Break/ Exchange Teacher /unpaid leave /and Secondment at any one time. The BoM will sanction a maximum of 15% of teachers in any year of non-statutory leave. If applications exceed this number the Board will make a decision on accommodating this while taking into consideration the number of teachers on statutory leave. The BoM will sanction a maximum of 15% of SNAs in any one year on non-statutory leave. If applications exceed this the Board will make a decision on accommodating no this while taking into consideration the number of SNAs on statutory leave.
If the number of applicants exceeds 15% and this cannot be accommodated by the Board, the following criteria, in the following order will apply:
 - The amount of job share years an applicant has previously been granted in Scoil Ailbhe, Caherelly N.S.
 - Seniority
3. 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.
4. Persons wishing to extend the Job Sharing arrangement beyond one year must re-apply on an annual basis.
5. 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.

6. Class levels /Teaching Duties: The allocation of classes remains the absolute prerogative of the Principal.
7. The Board is only prepared to endorse the split week option.
8. Day to day operation of the scheme:
 - Planning: Both teachers must prepare together a full long-term plan of work. At the end of each month, a report of the curriculum taught and the progress made by the children must also be made and submitted to the Principal in the Cuntas Míósúil format by both teachers.
 - Of greatest importance will be consistency and uniformity regarding homework, classroom management, marking style, disciplinary measures (following school Code of Behaviour).
 - Both teachers will meet the class at the end of the summer term or alternatively on the first day of school to introduce themselves to the class.
 - Both teachers will conduct a meeting at the end of each 'teaching period' to discuss and prepare the necessary handover. This is to include curriculum taught, progress, assessment, observations, behaviour, communication from parents and other communication.
 - Both teachers must be available for Parent/Teacher meetings.
 - Both teachers must draw up Student Support Files.
 - Both teachers should attend full staff meetings (3 per year).
 - Croke Park hours may be shared equally between them. 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 as per circular 54/19.
 - Teachers involved in a Job Sharing Scheme are encouraged to limit their EPV Days to 1 per year 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. The BoM may allow the taking of extra days in exceptional circumstances on application to the Board.
 - Supervision: Job Sharing Teachers shall engage in Supervision Duty with both teachers sharing one post.
 - Parental Involvement: Parents will be informed by the Board that the children will be taught by Job Sharing teachers in the following school year and both teachers must be available for a meeting with parents.

- End of year reports will be jointly filled out by both teachers for each child.

Principal: Niamh McGuinness

Signed; Chairperson of the Board:

Date: 7/2/23

Review Date: 2025

Brigid Teeple

Chair BOB.

