

C.B.S. PRIMARY



JOB SHARING POLICY ***October 2018***



ORGANISATIONAL POLICY - C.B.S. PRIMARY (OCTOBER 2018)

TITLE OF POLICY AREA: JOB SHARING

INTRODUCTORY STATEMENT:

This policy was developed to specifically meet our school's needs.

The Board of Management adopts, as policy, all aspects of Circular 0075/2015, or any circular which may supersede this. The original policy was ratified by B.O.M. on 1st May 2012 per Circular 11/03. It was fully reviewed and revised, during discussions at Board meetings, on 26th February 2013 and 23rd April 2013, based on operation of pilot year 2012/2013. Full Review and Revision May 2017, and October 2018. All teachers must adhere to the terms of the Job Sharing Scheme per Circulars, DES Directives and School Policy.

In the formulation of this policy, the welfare and educational needs of pupils take precedence over all other considerations. All persons wishing to apply for job sharing, are expected to familiarise themselves with terms of this policy and details pertaining to same in relevant DES Circulars and per Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools - Edition 2, Chapter 9. (June 2017 Edition)

In the formulation of this policy, the Board unanimously decided that the operation of job sharing for 2012/2013, would be on a pilot basis. Thereafter, there would be annual review and feedback, as to whether a proposed job sharing agreement, will meet the needs of the pupils.

RATIONALE:

It is a requirement that our B.O.M. has policy on job sharing and that all are aware of its terms and procedures. In all instances, the Board has discretion whether or not to approve job sharing, taking all areas of potential concern into account.

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL:

This policy has to ultimately, ensure that the welfare and educational needs of the pupils we serve, takes precedence over all other considerations.

CONTENT OF POLICY:

APPLICATION PROCEDURES:

Applications must be made, in writing, to the B.O.M. before 1st February, of the year in which job sharing is proposed, using D.E.S. official application form. The B.O.M. will inform applicants of its approval or refusal, in writing, by 1st March, in line with DES guidelines and the needs of the school. Applicants will not be permitted to withdraw their application after 14th April or from when replacement teachers contract has been signed, whichever happens first. Provision to withdraw, in exceptional circumstances, is dealt with in Circular 75/2015. All applications are subject to a qualified replacement being secured. When there are new applicants for job sharing, The Board of Management will nominate representatives to meet with intending job sharers. Thereafter, where job sharing request extended, this meeting may also happen, at the discretion of the B.O.M.

Intending job sharers must attend this meeting together.

Teachers wishing to job share, in a particular year, must apply to the Board of Management for approval, on an annual basis, using D.E.S. official application form.

If an extension is required, the teacher must apply annually to the B.O.M., on the official application form. An application to job share shall be considered, on its own merits, by the B.O.M. The decision of the B.O.M. shall be final.

Job sharing will only be approved for;

- A. Mainstream classes 2nd - 5th .
- B. Special consideration will be given, by the Board, before approving Job Sharing in support settings.

CRITERIA:

The Board determines that maximum 2 teachers will participate in job sharing arrangements, in any one school year. In the case of the number applying for leave exceeding the established limit, the following criteria for decision may be considered (in no particular order): -

- Those already in job sharing arrangement.
- Those who had previously applied but were refused.
- Discretion of the B.O.M., vis a vis how pilot year (2012/2013) / and subsequent annual reviews of job sharing at the school worked out, in meeting the welfare and educational needs of the pupils.
- Suitability of applicants.

The B.O.M. reserves the right to terminate a job sharing arrangement, if the arrangement is not operating in the best interests of pupils.

LENGTH OF JOB SHARING:

The minimum period for which job sharing may occur is one school year. Per Terms and Conditions, with Board's approval, in exceptional circumstances, it is possible for eligible teachers to apply to commence a job share during the school year, until 31st August.

ELIGIBILITY:

Per Job Sharing Scheme for Teachers, Edition 2, Chapter 9, Section 4, of Terms and Conditions of Employment for Registered Teachers or equivalence per D.E.S. which may supersede this.

OPERATION OF JOB SHARING AT C.B.S. PRIMARY:

In mainstream settings, pupils will have job sharing arrangement maximum once, during their time at C.B.S. Primary.

In support settings, special consideration will be given to the operation of job sharing, vis a vis needs of pupils.

The Board of Management will decide the time sharing arrangements, which it is prepared to endorse either, - week on / week off, or spilt week. Subject to this exercise by the B.O.M., timetable arrangements will be designed to facilitate the teachers, so far as is practical. Following pilot year 2012/2013, any proposed change to the agreed time sharing arrangements, e.g. for organisational reasons, must be submitted, in writing, to Chair of B.O.M.

As soon as possible, parents will be informed that their children will be taught by job sharing teachers in that school year.

When job sharing in a mainstream /and or support setting, the B.O.M. will call parents/guardians to a meeting regarding this. Teachers, where job sharing applications have been approved by the Board, will be required to attend this meeting and outline the Plean Oibre for the parents/guardians.

APPROVAL OF A JOB SHARING ARRANGEMENT:

The Principal will appraise the B.O.M., in detail, regarding a proposal to job share, outlining the extent to which the two proposed job sharers are compatible, co-operative, flexible and compliment each other's skills and professionalism.

The Principal will be asked to indicate levels of organisational and communication skills displayed by the proposed partners and their attendance records.

All applicants will get copy of C.B.S. Primary ratified policy on job sharing. Any approval of a job sharing arrangement, is based on compliance with the job sharing policy and relevant Department Directives.

THE PLEAN OIBRE will be prepared and given to the Chairperson of the B.O.M. at the earliest opportunity for presentation at 1st B.O.M. meeting of new school year. - it must address:

- Compliance with School Policy on Job Sharing.
- Continuity, including "handover" procedures
- Agreed assessment.
- Agreed Methodologies
- Use of combined talents.
- Clear assignments of responsibilities.
- Compliance with School Plan.
- Long-term Plans
- Other items deemed necessary, following consultation.

RECORDS:

Both teachers will prepare a weekly / fortnightly(depending on job sharing setting) scheme for the pupils. At the end of each week, both teachers will complete a detailed report of the curriculum taught and the progress made by the children under both teachers.

Together, both teachers will prepare an agreed weekly and daily timetable. Jobsharers are also required to maintain a daily record of important events. All records will be kept by both Teachers, in line with C.B.S. Policy Record Keeping.

Copies of the long-term plan, short-term plan and weekly/ fortnightly reports will be stored, per Record Keeping Policy CBS. The Plean Seachtaine / Coicíse will include a reflection / self evaluation section. Copies of Cúntas Míósúil, per school policy will be posted on public folder and will include a reflection / self evaluation section.

At the end of each "teaching shift" both teachers will discuss and prepare the necessary handover. This will happen on a weekly basis, outside of normal school hours - a record of same will be recorded in the Cúntas Seachtaine / Coicíse. Records of these meetings will also be with the Cúntas Míósúil. These will be made available for review of policy purposes and feedback to B.O.M. It is the responsibility of the job sharing parties to ensure that all relevant information is fully relayed.

TERMINATION / RESUMPTION OF DUTIES:

The B.O.M. wishes to make potential job sharers aware, that the arrangement may be terminated at any time, if it is not operating in the best interests of pupils.

OTHER RELEVANT PRACTICES:

As a general principle, both teachers will display significant flexibility, in relation to the life of the school community.

Both teachers will ensure pupil participation in school events, will continue to happen normally.

Both teachers will be present for any scheduled parent / teacher meetings.

School reports will be jointly filled out, by both teachers, for each child.

Both teachers will attend **staff meetings**. (where outside of C.P.A.)

"Croke Park Hours" will be carried out on a pro-rata basis.

E.P.V. Days - to ensure the welfare and educational needs of the pupils are being met, the Board will approve max five E.P.V. days, (i.e. max pro rata re. any individual teacher) with a group of pupils, where job sharing is approved.

Yard Supervision, will be pro-rata, in consultation.

IN-SERVICE / SCHOOL PLANNING DAY:

Job sharing teachers 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 attendance is part of the additional hours commitment under Public Service Agreements.

Where leave in lieu is to be granted, confirmation of attendance should be submitted in writing to the B.O.M. Substitute will not be paid.

PUBLIC HOLIDAY ENTITLEMENT:

This is clarified in Primary Circular 0123/2006. Entitlement must be applied for, in writing, to the B.O.M. and taken in the school year to which it applies.

In most cases however, the normal attendance regime will be towards a view to allowing both job sharing partners to benefit equally from school closures.

POSTS OF RESPONSIBILITY:

Primary

a) Where a Primary School Deputy Principal is approved for job sharing he/she must relinquish his/her Post of Responsibility and the appropriate allowance, for the duration of the job sharing arrangement.

b) An Assistant Principal 1 or a Assistant Principal 2 may retain his/her Post of Responsibility allowance while job sharing, provided the employer decides that the duties of the post can be performed, in full.

The Board of Management will consider carefully how the needs of the school can be best met. Where an Assistant Principal 1 or Assistant Principal 2 applies for job sharing, there will be a full review, per B.O.M., of the schedule of duties attached to the post:-

- that needs of the school are best met.
- that the duties can be carried out, in full, during the periods of attendance of the post holding teacher(s).

Ref Circular 63/2017 Leadership and Management in Primary Schools and Circular 08/2011 (Croke Park agreement, contract review Section 2).

The contract for the reviewed schedule of duties will be agreed by the Board of Management and the Post of Responsibility Holders, per C.B.S. Policy on Posts of Responsibility and DES Circulars.

Where an employer decides that it is not possible for the job sharing teacher to perform the full duties of the Assistant Principal 1 or Assistant Principal 2, an acting Assistant Principal 1 or Assistant Principal 2, may be appointed and the allowance will be shared equally between the two teachers (i.e. the acting post holder and the job sharing teacher.) The allowance shall be restored to the actual post holder on resumption of fulltime duties.

The acting post holder will not establish personal title to the allowance and will relinquish same when the Job Sharer resumes full time duties.

Appointment to and payment in respect of Acting Posts of Responsibility at Primary and Post Primary level, will be in accordance with the applicable Circular Letters and /or other regulations per D.E.S.

The B.O.M. in consultation with the Principal, will keep the operation of Posts of Responsibility held by job sharing teachers under review, to ensure responsibilities are adequately discharged.

Any queries regarding the entitlement to fill a Post of Responsibility is a matter for the Primary Allocations Section of the Department.

EVALUATION AND REVIEW:

There will be ongoing evaluation of all aspects of how job sharing is operating, by B.O.M.

The Principal will report to the B.O.M. at least once each term, to assess compliance with school policy and to ensure the welfare and educational needs of pupils are being met.

The B.O.M. has discretion to terminate a job sharing arrangement, if the welfare and educational needs of the children are not being met.

The Board of Management reviewed the pilot job sharing arrangement, at the end of 2012/2013 school year. Following discussions at B.O.M. meetings on 26th February 2013 and 23rd April 2013, the Board unanimously decided that job sharing arrangements would, thereafter, be subject to annual review, to inform future practice.

CIRCULATION OF INFORMATION:

This policy will be on the public folder and in the organisational policy file in the office. When ratified, all teaching staff will be made aware of contents.

Ratified by B.O.M: 26th April 2013 Annual Review thereafter.

Fully revised and reviewed by B.O.M. on – May 2017, November 2018

Ratified: _____

Proposed: _____

Seconded: _____

Signed: _____

Chairperson B.O.M.

Date: _____

Date for next review: _____

Signed: _____

Principal