

St Joseph's Secondary School

Newfoundwell, Drogheda, Co. Louth



Job Sharing Policy for Teachers 2024/25

Mission Statement:

Our school recognises that each pupil who enrolls in our school is unique and has different gifts as well as different needs. It is our wish that our pupils will leave us with enhanced self-confidence and with life skills and attitudes which will enable them to lead lives satisfying to themselves and which may contribute to the betterment of society. We recognise that a pupil's development is closely linked to a good self image and so we strive to present the school's total curriculum in such a manner as to allow all to realise their full potential. We see ourselves as working in partnership with parents to develop the gifts and to meet the needs of all. We regard our school as an educational establishment with a Christian community characterised by care and justice.

Context and Rationale of this policy:

The Board of Management of St. Joseph's Secondary School accepts the guidelines for Job Sharing as set out in the DES Circular 75/2015. The Board also accepts the guidelines contained in Circular 0054/2019. (Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools.)

This policy applies to eligible registered teachers employed in an approved teaching post funded by monies provided by the Oireachtas. These procedures apply to teachers who are in receipt of incremental salary under a permanent contract, contract of indefinite duration (CID), or fixed-term contract (e.g. temporary whole-time (TWT)).

Arrangements for job-sharing teachers will be considered within the spirit of the scheme to facilitate the teacher in combining work with personal responsibilities or choices. The Board will apply this policy in a reasonable and equitable manner and will make every effort to facilitate applicants who have applied for a Job Share.

In reaching a decision the Board of Management will consider the following criteria:

- A) The welfare and educational needs of the pupils shall take precedence over all other considerations.
- B) The needs of the timetable.
- C) Equity in the allocation of classes to teachers.

Operation of this policy:

1. The Board will consider each application on its own merits within the context of this policy on job-sharing. The needs of the pupils shall take precedence over all other considerations.
2. Applications for job-sharing must be submitted by February 1st 2024 using the form, Appendix A. of Circular Letter 0054/2019 Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools. See chapter 8 of the Circular, which can be accessed here:
<https://assets.gov.ie/31530/18a305c43c954e7d8bcada934e216522.pdf>
3. The decision of the Board of Management shall be final.
4. The Board of Management will issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by 1st March 2024 at the latest.
5. A teacher wishing to extend a job-sharing arrangement must apply, using the form in Appendix A, on an annual basis.
6. The applicant is not permitted to withdraw his/her application after 14th April 2024 or from once the replacement teacher's contract has been signed, whichever happens first. During the redeployment process, Boards of Management may carry out a recruitment process up to and including interview stage but are not permitted to appoint a teacher to fill a vacancy for the 2024-2025 school year until the Department has confirmed that the redeployment process is completed.
7. A teacher approved for job-sharing shall have their hours reduced to 11 hours, comprised of 10 hours and 40 minutes class contact time and 20 minutes professional time per week.
8. If a job-sharing teacher has opted into the Supervision and Substitution Scheme, he/she must be available to substitute for 3 class periods per week and a maximum of 3 hours S&S per week. A teacher may agree to undertake S&S duties for more than 3 hours in a week with the additional time being reckoned towards the annual commitment. The annual commitment for a job-sharing teacher to S&S duties is 21.5 hours.
9. A teacher may retain his/her post of responsibility allowance while job-sharing if the Board of Management/Manager is satisfied that the responsibilities of the post can be performed in full. Where the Board of Management decides that it is not possible for the job-sharing teacher to perform the full responsibilities of his/her post, he/she will forfeit the allowance for the duration of the arrangement.
10. Job-sharing teachers may not engage in any substitute teaching, act as a special needs assistant or undertake home tuition hours. It is not acceptable for a job-sharing teacher to engage in outside employment without the consent of the Board of Management. It shall be a matter for the Board to determine whether or not any such employment is in conflict with their ability to carry out their duties as an employee of the school. If such a conflict is deemed to exist, the approval of the Board of Management will be withheld.

11. Due to the current shortage of teachers in some subject areas, the Board of Management will make the approval of an application conditional on the recruitment of a suitably qualified replacement teacher by 30th June 2024. The Board of Management will notify the teacher immediately following the recruitment of a suitably qualified replacement teacher. In the event that a suitably qualified replacement teacher cannot be recruited by 30th June 2024, however, the teacher should be advised that the job-sharing cannot proceed.
12. Guarantees regarding the timetabling of classes and time off in relation to Job Sharing will not be given to any applicant in advance of timetabling. Every effort will be made to have the timetable completed for 2024/25 by the second week in August 2024. Please note that all teacher timetables are provisional until the second week of September to allow for any sudden changes in personnel and errors or omissions in the provision of a timetable for all students that may occur.
13. Prior written approval will be required from the DES to fill a “vacancy” arising from a job sharing arrangement where St. Joseph’s has teachers funded by the Department in excess (being in surplus) of the authorised teaching allocation as determined by the Allocation Unit in the DES.
14. Allocation of classes to Job sharing teachers is arranged in a manner that considers the welfare and educational needs of the students.

This Policy will be reviewed and amended as necessary in accordance with the changing needs of St. Joseph’s Secondary School taking into consideration the most recent circulars from the DES.

This policy was ratified on

Signature: Chairperson of the Board Of Management_____

Date:_____

Signature: Principal & Secretary to the Board of Management_____

Date:_____

Appendix 1: - Application Form for Job Sharing

The Application Form should be fully completed annually and submitted to the employer not later than 1st 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
	Option 1: (a) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school.	Teacher's name: _____
	Option 1: (b) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in another school under an inter-school Job Sharing arrangement (Primary schools only).	Name of other teacher: _____ Name of other school: _____ Roll No of other school: _____
	Option 2: Reduction of wholetime 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)