



## **Job Sharing Policy**

### **Introduction**

Wicklow Educate Together National School Job Sharing Policy is developed in line with relevant Department of Education and Skills' Circulars, to set out procedures with regard to the operation of Job Sharing Schemes within the school.

### **Rationale**

The purpose of the job-sharing scheme is to assist staff in combining work with personal responsibilities or choices. A member of the teaching staff of Wicklow Educate Together National School may apply to work on a job sharing basis under the conditions set out in Circular 0075/2015. The following points outline additional factors influencing any job sharing arrangement:

As a guiding principle, the welfare & educational needs of the children shall take precedence over all other considerations. Staff applying for job sharing arrangement will be interviewed individually to assess the viability of their proposed arrangement.

### **Aims and objectives**

To assist staff in combining work with personal responsibilities or choices

### **Compliance with school ethos**

- WETNS strives to provide a safe and secure environment for the school community
- This policy is formulated with the 4 core principles in mind

### **Guidelines**

1. An application must be made to the Board of management, before February 1<sup>st</sup> of the year in which the staff member proposes to take the Leave. Forms are available from the school.
2. Staff members shall apply for job sharing positions on an individual basis.
3. The minimum period for which a job sharing arrangement may occur is one school year. In exceptional circumstances the school may authorise a job sharing arrangement to commence during the course of the school year and terminate not earlier than the end of that same school year.
4. Staff members shall be notified in writing of the Board's decision.
5. The principal will decide on the pairings and class for the following year.
6. This will be agreed in advance with the principal and shall hold for the year.
7. Special consideration shall be given by the BoM before approving job sharing for Junior Infants, 6<sup>th</sup> class and special needs pupils.
8. The maximum number of job sharing positions granted in any school year shall not exceed 3. The maximum number of career breaks granted in any school year will be at the

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discretion of the Board. The Board of Management could consider a discretionary additional application in exceptional circumstances.

9. In a job-sharing situation, the two staff members shall work on the basis of a split week. Any changes to the agreed days, even on a once off basis must be approved in advance by the Principal.
10. If teaching a class both teachers shall present, along with the principal teacher, an information session for parents explaining the strategy employed to manage, teach & assess the class through a Job Sharing scheme.
11. In consultation with the Principal both teachers shall prepare together a full year's work-plan as well as a monthly scheme for the class. At the end of each month both teachers shall complete a detailed report (Cúntas Míósúil) of the curriculum taught and the progress made by the children during the month under both teachers. Copies of the long-term plan and monthly reports shall be presented to the Principal Teacher at the appropriate times. Together both teachers shall prepare an agreed weekly and daily timetable. Job sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall meet for sufficient period of time after school at the end of each "teaching shift" to discuss and prepare the necessary handover.
12. As a general principle both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events shall continue to happen normally.
13. A job sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements, the obligation to provide additional hours under the existing Public Service agreements is pro-rata for teachers who are job sharing.
14. End of year school reports shall be jointly filled out by both teachers for each child.
15. The Board of Management reserves the right to terminate a job-sharing arrangement, in the event that it is not operating in the best interests of pupils and school.
16. Each job-sharing arrangement will be reviewed at the end of each school year.
17. Post-holders who are job-sharing and who opt to retain the full post-holder's allowance, shall attend all meetings relevant to that post-holders duties, including ISM and (if applicable) Senior Management Meetings.

### **Timeframe for Implementation**

- The policy will be implemented from the academic year 2018-2019 and will be reviewed during the school year 2019-2020

### **Responsibility for Review**

- This policy will be reviewed no later than 2017. Any changes made will then be ratified by the Board of Management

**Ratification and Communication**

- The policy will be from March 2018 following ratification at school BOM meeting of March 2018