St. Paul's Secondary School

OUGHTERARD, CO. GALWAY H91 PT86

Tel: (091) 552689 **Email:** admin@stpaulsoughterard.ie

Job Share Policy

The Board of Management acknowledge the right of eligible staff members to apply for a job – share, eligibility is understood to mean a teacher who has completed their probationary year and is awarded a CID. Additionally, any other eligibility criteria must be fulfilled as per DES circulars. Arrangements for job sharing teachers should be considered when the within the spirit of the scheme, to facilitate the teacher, combining work and personal responsibilities.

In reaching a decision on whether to grant a job share to an individual teacher, the welfare and educational needs of the pupils must take precedence over all other considerations.

i. Due to the current shortage of teachers in some subject areas, the Board of Management may consider granting approval subject to the availability of a suitably qualified replacement teacher.

ii. Applications for job sharing must be submitted by February 1st for those wishing to take up job share for the subsequent school year. The form "appendix A" from circular letter 0054/2019 should be used. Late applications will only be considered in exceptional circumstances.

iii. In all matters concerning job share requests, the decision of the Board of Management or the Manager of the school shall be final.

iv. The job sharing agreement should not exceed one year. A person on job share who seeks an extension for another year, must make a new application to the Board of Management as per the procedure at paragraph ii above.. A teacher cannot reasonably expect a job share to continue indefinitely. The decision of the Board of Management, which will consider the welfare and educational of the needs of the students will take precedence over personal circumstances. There is no

entitlement to a job share, and there is no guarantee of an automatic renewal of the agreement. Requests are dealt with on a year by year basis.

v. An applicant will not be permitted to withdraw their application after the 14th of April or once the replacement teacher has signed their contract, whichever happens first. A late request to withdraw a job share application may have staffing, redeployment or timetabling implications and may not therefore be considered.

vi. A teacher who was approved for job share shall have their hours reduced to 11 hours consisting of teaching hours and professional time. Classes will generally be timetabled over the five working days. The spread of classes will be in accordance with the completed timetable, having due regard to the educational needs of the students, and the efficient management of the school.

vii. The Board requires that a teacher sharing a post with another teacher, must make satisfactory arrangements for consulting and planning with that teacher. Both the Board and the Principal must be satisfied that such arrangements are in place.

viii. A teacher on a job share must be available for parent teacher meetings, staff, school development and planning meetings. Consultation will take place as far as practical in regard to the scheduling of these meetings.

ix. If a job share teacher has opted into the supervision and substitution scheme, he or she must be available to substitute for three class periods per week and a maximum of three hours S&S per week. A teacher may agree to undertake S&S duties for more than three hours in a week with the additional time being reckoned towards the annual commitment, which for a job share teacher is 21.5 hours.

x. 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 express consent of the Board of Management.

xi. A teacher who intends to return to full time teaching from a job share must notify the Board of Management not later than February 1st in the year preceding his or her return.

xii. Applicants not approved for a job share have the right to appeal the decision of the Board of Management to the Trustees of the school.

This policy will be reviewed from time to time when deemed necessary by the school Principal.

Signed: _____ Chairperson of the Board of Management

Date: 30.05.2023