|  |  |  |
| --- | --- | --- |
| Coill Dubh N.S.Coill DubhNaasCo. KildarePhone: (045) 860023 Fax: (045) 860023 |  | S.N. Coill DubhCoill DubhNás na RíoghCo. Chill DaraGuthán: (045) 860023 Fax: (045) 860023 |
|  |  |  |

**Job Sharing Policy**

This policy was formulated by the Board of Management on the 23rd February 2016.

A member of the permanent teaching staff of an Other School may apply to work on a job sharing basis under the conditions set out in **Circular 75/20015**.  The following points outline additional factors influencing any job sharing arrangement:

1. As a guiding principle, the welfare & educational needs of the children will be the underpinning factor in all issues around Job Sharing. Staff applying for job sharing arrangement will be interviewed individually to assess the viability of their proposed arrangement.
2. Special consideration shall be given by the BoM before approving job sharing for classes with special needs pupils.
3. The maximum number of applications for Job Sharing in any school year shall not exceed two (one teaching post and one SNA Post).
4. Both staff members may 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.
5. In consultation with the Principal both teachers shall prepare together a full year’s work-plan as well as a weekly/fortnightly scheme for the class. At the end of each week/fortnight both teachers shall complete a detailed report (Cúntas Seachtaine/Coicíse) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
6. Copies of the long-term plan, short-term plans and fortnightly reports shall be presented to the Principal Teacher at the appropriate times.
7. Together both teachers shall prepare an agreed weekly and daily timetable.
8. 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.
9. As a general principle both staff members will display significant flexibility in relation to absences, holidays and also ensuring the class’s participation in school events shall continue to happen normally.
10. The two staff members shall work on the basis of week on - week off or a   split week by mutual consent.
11. Both teachers shall be present for any scheduled parent/teacher meetings.
12. Both teachers shall attend the first and last staff meetings of the academic year. The teacher on duty must provide the off-duty teacher with a full report of the contents of the staff meeting. From time to time it may be deemed necessary that both teachers shall attend staff meetings. The job sharing teachers will be notified in advance of the meeting as is practicable.
13. Both teachers shall attend School Development Planning.
14. Both staff members shall attend in-service training.
15. End of year school reports shall be jointly filled out by both teachers for each child.
16. 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.
17. Each job-sharing arrangement will be reviewed at the end of each school year.
18. All applications are subject to a qualified replacement teacher being secured by June 30th of the year of application.
19. An application must be made to the Board of management, on the official application form before February 1st of the year in which the teacher proposes to take the Leave. **(Circular 30/03)** Forms are available from the school or from Primary Payments section of the Department of Education and Science.
20. Staff members shall be notified in writing of the Board’s decision.
21. Staff members shall apply for job sharing positions on an individual basis.
22. The principal will decide on the pairings and class for the following year.
23. This will be agreed in advance with the principal and shall hold for the year.
24. 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-holder’s duties, including ISM and (if applicable) Senior Management Meetings.
25. In the event of over subscription to this scheme, priority shall be given to staff members who have not job shared previously.
26. This policy is subject to annual review by BoM.

For further details see the following:

* **Management Board Members’ Handbook Revised 2015**
* **Department of Education and Science Circulars 75/2015**
* **INTO Members’ Handbook**