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**SNA Job Sharing Policy**

This policy was formulated by the Board of Management on the 5th April 2016.

The following points outline the 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. SNAs 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 based on the needs profile of special needs pupils.
3. The maximum number of applications for Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year shall not exceed three.
4. Job sharers are required to maintain a diary in which important events and incidents shall be noted.
5. As a general principle both SNAs will display significant flexibility in relation to absences, holidays and also ensuring the children’s participation in school events shall continue to happen normally.
6. The two SNAs shall work on the basis of week on - week off or a   split week by mutual consent.
7. Both SNAS shall be present for any scheduled IEP meetings.
8. Both SNAs shall attend staff meetings.
9. Both SNAs shall attend School Development Planning.
10. Both SNAs shall attend in-service training.
11. 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.
12. Each job-sharing arrangement will be reviewed at the end of each school year.
13. All applications are subject to a qualified replacement SNA being secured by June 30th of the year of application.
14. An application must be made to the Board of management, on the official application form before February 1st of the year in which the SNA proposes to take the Leave.
15. SNAs shall be notified in writing of the Board’s decision.
16. SNAs shall apply for job sharing positions on an individual basis.
17. The principal will decide on the pairings and class for the following year.
18. This will be agreed in advance with the principal and shall hold for the year.
19. In the event of over subscription to this scheme, priority shall be given to staff members who have not job shared previously.
20. 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 Circular 41/2014**