

Mercy Secondary School

Job-sharing Policy

1. Applications

- a) A permanent/CID or a fixed-term teacher/part-time teacher may make an application to share a whole-time teaching post on a 50:50 basis. S/he will be timetabled to teach eleven hours a week.

OR

- b) The post may be shared between two permanent whole-time teachers in the same school, or if a teacher wishing to participate in the scheme does not have a job-sharing partner s/he will be timetabled to teach eleven hours per week.
- c) The Board of Management will consider favourably requests from permanent/CID or fixed-term teachers and part-time teachers to enable them to job-share subject to the school's Job-sharing Policy and Circular 18/98
- d) The welfare and educational needs of the pupils will take precedence over all other considerations in the application of this policy.

2. Eligibility

Teachers eligible for Job-sharing will

- a. Have satisfactorily completed their probationary year
- b. Be a permanent/CID, fixed-term teacher or part-time teacher.

Holders of the posts of Principal, Deputy Principal are not eligible for Job-sharing.

3. Duration of Job-sharing arrangement

- a. Not less than one school year, from the beginning of a school year
- b. Extensions to job-sharing arrangements must be applied for on an annual basis, according to the procedures outlined in the school's Policy.
- c. A job-sharing agreement shall not exceed one year and may be extended at the discretion of the Board. In the interest of equity and

fairness viz a viz colleagues who may wish to avail of the scheme, no one job-sharer may expect to job-share indefinitely.

4. Applications procedures

- a. The Board of Management alone approves job-sharing.
- b. All applications should be in writing to the Secretary, Board of Management.
- c. Latest date for applications (for job-sharing and extensions to job-sharing) to the Board of Management is ***no later than 1st March***.
- d. Late applications may only be considered in very exceptional circumstances
- e. The Board of Management's decision is final. However, this does not preclude a teacher from appealing a decision to the Board of Management.
- f. A teacher whose job-sharing application has been approved may not normally withdraw from the scheme after the 17th June of the preceding school year.
- g. A teacher returning from career break may apply for job-sharing within the terms of this policy and Circular 18/98.

5. Duties of the Job-sharing Teacher

- a. The Principal and the Board of Management must satisfy themselves that those sharing a wholetime post make satisfactory arrangements for consulting with each other to fulfil the responsibilities of the wholetime post. In cases where the post is unpaired, the teacher must consult with the relevant subject department.
- b. The job-sharing teacher must make themselves available for parent-teacher meetings, staff meetings, staff planning days, staff development days and contact with parents etc in accordance with school policy and arrangements

6. Outside Employment

- a. If a job-sharing teacher wishes to engage in outside employment, permission must be obtained from the Board of Management.
- b. The Board of Management's permission will only be given where it is clear that such outside employment will not affect the teacher's work under the managerial authority or be in conflict and or competition with it.
- c. A job-sharing teacher may not engage in regular part-time or long-term substitute teaching while on job-sharing.

7. Factors for consideration in granting Job-sharing

- a. The welfare and educational needs of the pupils will take precedence over all other considerations (DES)
This may include:

- i. Continuity of teaching staff
 - ii. Subject and Programme planning and provision
 - iii. Department of Education teacher allocation
- b. The number of Teachers on Career Break /Secondment/Job Sharing during the year in question
- c. The particular needs of teaching posts may determine what patterns of job-sharing are possible.
- d. A key determining criteria will be whether the DES will allow the employment of a substitute for the teacher applying for job-sharing. (*Schools over quota will not be granted a substitute teacher by the DES.*)
- e. Availability of suitable substitutes
- f. Any potential conflicts of interest or competition between any other employment in which the teacher wishes to engage and the educational purposes of the Board of Management.

8. Decision to grant Job-sharing

- a. The timetable arrangements for job-sharing teachers should be designed within the spirit of the scheme to facilitate the teacher so far as is practicable
- b. Every effort will be made to notify job-sharing teachers in advance of their timetabled hours and the pattern of job-sharing.
- c. The Board of Management is an Equal Opportunities Employer and each application will be considered equally and in a non-discriminatory manner in accordance with current equality legislation.

While considering the timetable and the educational needs of the students as the main priorities, due regard shall be shown for the welfare of all teachers including the job-sharer. After due consultation with the Principal, who shall consider the legitimate needs of all members of the school community, timetables should be accepted in a spirit of co-operation.

9. Posts of Responsibility

- a. In considering applications from Assistant Principals (AP) or Special Duties Teacher (SD) post holders, the undertaking of the post duties of the job-sharing applicant must be effected satisfactorily. (DES)
- b. An AP or SD teacher can retain the POR allowance whilst job-sharing provided the Board of Management decides that the duties of the post can be **performed in full** by the person.
- c. Where the AP or SD is unable to perform the full POR duties while job-sharing, the POR allowance is forfeited. The allowance will be restored on resumption of full time duties.

10. Resumption of Duty

- a. A teacher who intends to return to full-time teaching from job-sharing must notify the Board of Management not later than 1st March
- b. A teacher is entitled to return to his / her post in a full time capacity, subject to any redeployment scheme in place.

- c. Applications for an earlier return to full-time employment may be considered by the managerial authorities if the applicant can be accommodated within the approved staffing allocation.

11. Promotion

A job-sharing teacher will be eligible for promotion, subject to the following conditions:

- a. If the promotion is to the Post of Principal or Deputy Principal, the post must be undertaken on a full time basis.
- b. For the purpose of reckonable service, credit will be given for job-sharing service on the same basis as full time service.

12. Leave

Certain arrangements regarding personal leave, compassionate leave, sick leave, maternity leave, adoptive leave etc are outlined in Circular 18/98. The Board of Management will consider all applications for leave from job-sharing teachers in accordance with conditions laid down by the Department of Education and Science, and the terms of Circular 18/98.

13. Review of Policy

The Board of Management after one year, and every two years thereafter will review this policy. It will be the responsibility of the Principal to bring the Policy before the Board at the appropriate time

This policy has been ratified by the Board of Management at its meeting of _____ (date)

Signed _____ Chairperson

Next review date : _____

Note : It is the responsibility of the individual teacher to make whatever enquiries and arrangements as are necessary regarding issues such as, Superannuation, Incremental Credit, Promotion, Leave, etc. Guidelines on these issues are to be found in Circular 18/98.

Job Sharing Application Form

Name	
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Address	
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Email Address	
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Home Phone No	
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Mobile Phone No	
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Reasons / Purpose of Application

I have read and accept the terms of the school's Job-sharing Policy and the Department of Education and Science Circular 18/98.

Signed _____ Date _____

This Application Form to be submitted to the Secretary, Board of Management on or before 1st March.