

# JOB SHARING POLICY 2016



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## OUR ETHOS

The Central Model Infants' School is a co-educational school, under the patronage of the Minister of Education. The Central Model Infants' School is an inclusive, child centred Learning Community. Respectful relationships are fundamental to us. We achieve excellence through high expectations, teamwork and shared leadership. We aim to nourish and develop each child's sense of their own self-worth as an individual and celebrate their unique gifts and talents.

A member of the permanent teaching staff of Central Model Infants' School may apply to work on a job sharing basis under the conditions set out in **Circular 75/2015. Jobshare applicants should familiarise themselves with the content of the circular.**

### **The following points outline additional factors influencing any job sharing arrangement:**

- ✚ As a guiding principle, the welfare & educational needs of the children will be the underpinning factor in all issues around Job Sharing and will take precedence over all other factors.
- ✚ An application must be made to the Board of Management, on the official application form before 1<sup>st</sup> February of the year in which the teacher proposes to take the Leave. **(Circular 75/2015)** Forms are available from Primary Payments section of the Department of Education and Science.
- ✚ Where an inter-school job share is proposed and where the Central Model Infants' School is to be the base school, the Principal must satisfy herself as to the suitability of the external teacher to the needs of this school. . Should the principal not be satisfied that the proposed teacher can fulfil the duties relating to the position the job-share application will be declined.
- ✚ When considering applications for job-share, the BOM will take into account the number of NQTs on the staff at any one time and the number of teachers on other types of Leave (including Career break, Secondment, Exchange, Parental leave, Maternity etc).
- ✚ Teachers shall be notified in writing of the Board's decision.

### **Guiding Principles**

- ✚ 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.
- ✚ The two teachers may work on the basis of week on - week off/a split week/ the Board of Management will consider other options presented to them. The final decision on which is more appropriate for the school rests with the Principal.
- ✚ Both job sharers must ensure at the outset of the job-share year that the division of the school year between the two of them is fair and that it takes into account February and October mid-term breaks as well as other optional holidays during that school year. Each teacher should work a total of 91.5 school days in the year.
- ✚ Job Sharing teachers are each required to attend 50% of meetings held using Croke Park Hours. Under the Croke Park/Haddington Road agreements, primary school teachers have a requirement of 36 additional hours per annum. Therefore, job sharing teachers have a requirement to attend for 18 additional hours.

- ✚ E.P.V. days are taken with the permission of the Board of Management.
- ✚ Job-sharing teachers who attend official In-service courses at the school's request will be granted days in lieu.
- ✚ 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
- ✚ 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.
- ✚ Each job-sharing arrangement will be reviewed at the end of each school year.
- ✚ All applications are subject to a qualified replacement teacher being secured by June 30<sup>th</sup> of the year of application.
- ✚ An application must be made to the Board of Management, on the official application form before 1<sup>st</sup> February of the year in which the teacher proposes to take the Leave. **(Circular 75/2015)**. Forms are available from Primary Payments section of the Department of Education and Science.
- ✚ Teachers shall be notified in writing of the Board's decision by 1<sup>st</sup> March.

**Where the job sharing arrangement is for Mainstream Class Teachers, both teachers shall:**

- ✚ Present, along with the Principal, an information session for parents explaining the strategy employed to manage, teach & assess the class through a Job Sharing scheme.
- ✚ Prepare an agreed weekly timetable. A copy of this timetable will be given to the principal and a copy will be retained in the classroom.
- ✚ Prepare agreed short-term plans as appropriate throughout the job-share year.
- ✚ Prepare a joint Cúntas Míósúil each month. This will be in electronic format. Each teacher should add to the Cúntas each week. Both teachers should keep a copy of the completed report for reference.
- ✚ Maintain a shared diary in which records of progress, behaviour issues, meetings with parents, payments of money, and all other relevant events shall be noted.
- ✚ Jointly complete 'End of Year' school reports for each child in the class.
- ✚ Both teachers will attend the annual Parent/Teacher meetings in November.

**Where the job sharing arrangement is for SEN Teachers, both teachers shall:**

- ✚ Liaise with the SEN coordinator to produce a plan of work. This plan will be reviewed with the co coordinator as necessary to suit the needs of the SEN pupils but at least once per term.
- ✚ Liaise with the SEN coordinator to produce an agreed timetable. This timetable will be reviewed as necessary, but at least once per term.
- ✚ Prepare for and attend IEP meetings where relevant.
- ✚ Produce a joint Cúntas Míósúil. Each teacher should add to the Cúntas each week. Both teachers should keep a copy of the completed report for reference.
- ✚ Liaise with the SEN co-ordinator and the relevant class teachers regarding of End of Year school reports.

- ✚ Planning meetings between job sharers will take place regularly and after school as is the case for fulltime teachers. Contact time for pupils may not be used for the purpose of school planning. This applies in the case of Mainstream Class Teachers and SEN teachers. The scheduling of such planning meetings must be decided between the job-share partners.

This Policy was ratified at a Board of Management Meeting on: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_