



## St. Ultan's Special School

### Job Share Policy 2020

Roll number:19216E

## **St. Ultan's School**

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### Introductory Statement

This policy was devised and formulated by the teaching staff and the Board of Management of St. Ultan's Special School, in accordance with the Rules and Regulations of the Department of Education and Skills and circular 0054/2019. This policy is specific to the needs of St. Ultan's Special School and in framing this policy, the welfare and educational needs of the pupils takes precedence over all other considerations.

### Ethos

*St. Ultan's school is a Catholic school under the patronage of the Bishop of Meath. It is managed by a Board of Management, elected according to the procedures agreed by the Partners in Education*

### Aims of this policy

- To ensure compliance with relevant circulars relating to the implementation of the job-share scheme for primary school teachers.
- To ensure that the educational progress of pupils is not compromised by the job-share arrangement.
- To ensure the continued effective and smooth operation of the school where a job-sharing arrangement exists.
- To ensure that all staff members are aware of the policy, procedures and structures in place in relation to Job Sharing in St. Ultan's S.S.
- To clarify issues in relation to the job-share scheme for teachers.

### Eligibility

All teachers registered with the Teaching Council, with at least two years of service in a permanent capacity in St. Ultan's, are eligible to apply to Job Share with the exclusion of the Principal. St. Ultan's will facilitate Inter-School Job Sharing arrangements.

Intending applicants should be fully aware of the commitments required in a job-sharing arrangement and the general conditions of service for those who participate in a job-sharing scheme in St. Ultan's

### Conditions

Job sharing is not a statutory entitlement, the decision will be made by the Board of Management.

A job-sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements. The obligation to complete additional hours under the existing Public Service Agreement is pro-rata for teachers who are job sharing.

### **Application Process**

All persons applying to Job Share are expected to familiarise themselves with the details of the Job Sharing scheme as outlined in circular 0054/2019. An application to job-share must be made prior to the 1<sup>st</sup> of February of the year in which the teacher is applying to job share.

An application form and a cover letter must be submitted to the Principal and Chairperson of the Board of Management. The application form is an appendix to the DES Circular 0054/2019.

A draft / proposed Plan must be submitted to the Principal and this should outline ways in which the job-share partners will collaborate with one another in partnership to cater for the needs of the children and to fulfil their role as members of staff.

The following items should be addressed in the Plan:

- Compatibility between job share partners and a commitment to work co-operatively together
- The need for continuity
- The agreed methodologies to be used for planning and preparation
- The frequency of hand-over planning meetings to discuss their work and the children's progress
- Curriculum content to be covered
- Timetabling
- Agreed division of responsibilities
- A calendar outlining days to be worked by each job-share partner including a plan for brief absences.
- Breakdown of days worked in the week for example Teachers may job share based on week on/ week off or a split week.
- Commitment to undertake Croke Park Hours
- A commitment to attend parent/teacher meetings
- A commitment to attend school planning days, such as days to roll out the new/revised curriculum
- Methodologies for communicating with one another, to ensure the best outcomes for pupils and the smooth running of the job-share arrangement and school
- Agreed approach to disciplinary matters in keeping with the school's Code of Behaviour
- Agreed methodologies for communicating with parents

The principal shall oversee all stages of the job-sharing arrangement. In considering applications for job sharing the board of management shall satisfy itself that the plan adequately addresses all the key issues as outlined above.

### **Approval**

The employer will issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teachers, no later than 1<sup>st</sup> April. The decision of the employer is final. Staff who are granted a job-sharing arrangement can withdraw their application up until the 14<sup>th</sup> April.

The following factors will be considered by the board of management for job sharing arrangements:

- Teachers who have applied to continue an existing job share arrangement up to a maximum of **two years**

- Teachers who have previously applied and have been refused – provided they meet the requirements in relation to length of service etc.
- Seniority
- Impact on school management
- Compatibility of the two proposed candidates for job share
- Any other relevant circumstances

### **Limitations**

The welfare and care needs of the pupils take precedence over all other considerations. The school will consider its capacity to meet its obligations to pupils and therefore apply a limit to the number of staff that can avail of the scheme in any one year.

The school can facilitate a maximum of one job share arrangement, involving two staff members each year. The school cannot facilitate more than one job share application.

### **Duration**

The minimum period for a job-share arrangement is one school year. Teachers must apply each year if they wish to extend the job share. Teachers can apply for a job share for a **maximum of three consecutive years**. Applications for job sharing will be considered on an annual basis in accordance with the needs of the school and the availability of staff. Job sharing is not a statutory entitlement and is at the discretion of the board of management.

### **Parent Teacher Meetings**

Job sharing teachers must make themselves available for meetings during the week of Parent Teacher Meetings.

### **Croke Park Hours**

The obligation to provide additional hours, under the exiting public service agreements is pro-rata for teachers who are job sharing. The 32 hours will be divided equally amongst teachers who are participating in a job-sharing agreement at the beginning of the academic year in which the job share will take place.

### **Planning**

The Job-Share teachers must complete plans in line with St. Ultan's Planning arrangements. All plans must be submitted to the principal's office, and a copy of all plans must also be kept in a planning folder in the teacher's classroom.

### **Communication between job share teachers**

Teachers involved in a job-sharing agreement are required to keep a job share communication diary to record progress and important information, including information transferred from parents, from fellow staff members and from management to staff, in the absence of one of the job-share partners. This may also include behaviour notes and messages from parents.

As a minimum, it is expected that both teachers will have a formal conversation once a week to hand over information relating to the pupil's well-being, educational development and to discuss planning and preparation. These meetings must be documented as proof of good communication and a commitment to the job-sharing arrangement. Evidence of the weekly notes on communication may be sought by school management.

### **Posts of Responsibility**

Where a Deputy Principal is approved for job sharing, he/she must relinquish his/her post of responsibility for the duration of the job share arrangement.

In the case where an Assistant Principal (I or II) wishes to retain his/her post of responsibility allowance whilst job sharing, the Board of Management must agree that the teacher holding the post of responsibility can carry out all relevant duties in full and attend all in school management meetings throughout the year. The post holder will be required to sign an agreement confirming that they will carry out in full all duties in respect of their post, alternatively the post may be shared by two members of staff, but the board of management must be satisfied that the post of responsibility will be fully fulfilled through any of the above arrangements and the board retains the right to decline requests if they are not in the best interest of the smooth running of the school.

### **Supervision**

Job sharing teachers will engage in supervision duty with both teachers sharing one post.

### **Public Holidays Agreements**

Both job-sharing teachers will work an equal number of days throughout the academic year, to ensure that public holidays and days off are taken into account and that the job-sharing agreement is fair. Once the calendar for the academic year has been devised the job-sharing teachers will present a calendar of days when each of the two teachers are scheduled to work for the principal's approval.

### **In service/ Planning Days**

A job-share teacher who is required to attend courses/ school planning days on a day that he/she is not rostered to work, shall be granted leave in lieu for such days. A substitute teacher is not sanctioned by the Department for such days. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours' commitment under the current public service agreement. Job-share teachers are responsible for the transfer of information to their job-share partner in relation to these in-service or planning days.

### **EPV**

Teachers on job share are not entitled to take Exceptional Personal Vacation Days.

### **Termination of the Job-Share Arrangement**

Teachers participating in the job-sharing scheme will be made aware that the arrangement may be terminated by school management at any time if the arrangement is not operating in the best interests of the pupils or the smooth running of the school. Thus, this would mean that both teachers would return to full-time employment and the contract of the fixed term teacher would be terminated.

### **Resignation while job sharing**

The minimum period of a job-sharing agreement is one full school year. Therefore, a teacher cannot resign from a job-sharing agreement to return to teach full time in St. Ultan's during the year.

A job-sharing teacher who wishes to resign from his/her teaching post during the year, must give notice in writing in accordance with the teacher's terms of employment. The remaining job-sharing teacher must then resume full-time duties.

### **Ratification**

This policy will be sent to the staff and Board of Management for approval in November 2020.

This policy will be reviewed over the course of the year 2020-2021. Amendments will be made as necessary.

Signed: \_\_\_\_\_



Date: 18<sup>th</sup> - Nov. '20

Pat McCreanor Chairperson B.o.M.