

Job Sharing Policy for Teachers

Scope of Policy

Teachers who have completed their probationary year may apply for the job-sharing scheme. Principals and Deputy Principals are not eligible for job-sharing.

Relationship to Mission

Coláiste Muire is a member of the Presentation Brothers Schools Trust

Four core elements guide us:

- A genuine and tangible spirit of respect and caring for each member of the school community
- A comprehensive and holistic education
- A vibrant experience of community and partnership
- A deep commitment to gospel values as lived in the Edmund Rice tradition

Rationale

- To comply with the terms of Circular Letter 18/98 of the Department of Education & Skills
- To make teachers fully aware of the factors which the Board of Management takes into account when making decisions regarding job-sharing

Goals

- To comply with the provisions of Circular 18/98 of the Department of Education & Skills
- To ensure that the welfare and educational needs of students take precedence over other considerations
- To enable teachers to have the opportunity to job-share once the welfare and educational needs of students are ensured
- To give the opportunity of employment to other qualified teachers

Job Sharing Policy

The Board of Management of Coláiste Muire acknowledges the Job-Sharing Scheme outlined by the Department of Education & Skills in Circular Letter 18/98. The policy for operating the scheme is as follows:

1. The welfare and educational needs of the students shall take precedence over all other considerations.
2. Full-time teachers, with the exception of Principal and Deputy Principal, shall be eligible to apply for the job-sharing scheme. An application in writing must be made to the Board of Management, on or before the 1st March of the school year preceding that to which the application refers. Job-sharing applications are subject to the sanction of the Department of Education & Skills.

3. A job-sharing agreement shall be entered into for a period of twelve months. A job-sharer who wishes to be considered for another year must make a further application to the Board of Management on or before 1st March of the school year preceding.
4. An application for job-sharing will not be considered during a teacher's probationary year.
5. The number of teachers allowed to participate in the job-sharing scheme in any one year shall not generally exceed 10% of the permanent teaching staff. The Board of Management shall carefully consider how the granting of a request might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum.
6. In the interest of equity and fairness vis a vis colleagues who may wish to avail of the scheme, no teacher may expect to job-share indefinitely.
7. While the educational needs of the students shall be a priority, due regard shall be shown for the welfare of teachers when setting the timetable.
8. A job-sharing teacher shall be available for parent/teacher meetings and staff meetings and inservice.
9. When considering applications for job-sharing from teachers holding posts of responsibility, the Board of Management must take into account whether job sharing applicants can reasonably complete their post duties.
10. A job-sharing teacher shall be eligible for promotion, subject to the terms and conditions set down by the Department of Education & Skills
11. Teachers considering job-sharing should contact the Department of Education & Skills regarding pay, pension, leave and other conditions and entitlements.
12. The following shall be considered only in exceptional circumstances: the granting of a request in excess of the specified number (see 5 above), a late application (see 2 above).
13. The Board of Management shall take into account this policy when considering/examining each application

Review

- a) The Board of Management reserves the right to review or amend the policy in accordance with the needs of this school and the regulations of the Department of Education & Skills. Amendments shall be made known to the staff by the 1st February and shall relate to the following year
- b) The policy will be reviewed by the Board of Management by 31st January 2013, if no previous review has been carried out under provision a) above.