

Scoil Chlíodhna
Community National School (CNS)

Job sharing Policy





Scoil Chlíodhna CNS



Scoil Chlíodhna Community National School (CNS), Carrigtwohill GAA, Carrigtwohill, Co. Cork. *Job Sharing Policy*

Rationale

This policy was drawn up in consultation with staff and BOM and in accordance with **Circular P0075/2015 and 0054/2019**. Job sharing involves two teachers who voluntarily agree to share one full-time teaching position for a period of the school year.

The BOM and staff of Scoil Chlíodhna CNS support the following policy as job sharing provides participants with career flexibility and opportunities for fulfilment of their personal and professional lives while sustaining the participants' commitment, professionalism and contribution to Scoil Chlíodhna CNS.

The welfare, educational needs and emotional wellbeing of the children in Scoil Chlíodhna CNS will be at the centre of all applications to job share in Scoil Chlíodhna CNS.

Applications for Job Sharing

All applications for Job sharing must be received by the Chairperson of the Board of Management on or before February 1st annually.

An application to job share must be made in writing, with a completed application form to the Board of Management.

A communication plan must be submitted to the principal before the 1st of June. This outlines the agreed protocol regarding communication and planning for the year ahead. This must be signed by both participating teachers.

All applications for job sharing shall be considered at the first Board of Management meeting after the receipt of application. The BOM will convey a decision in writing to the teachers before 1st of March. The BOM will submit all approved applications to the Department during April.

- The BOM reserve the right to interview and approve any proposed job sharing partner in a possible inter-school arrangement.
- The following may not apply for Job Sharing in the school - Principal, teachers on probation and teachers with less than 2 years experience within a CNS environment.

- Job Sharing arrangements apply for a period of one school year. Teachers wishing to continue to job share must apply to their Boards of Management for approval on an annual basis.

The Board of Management retain the right to determine the number of teachers who will be allowed to participate in job sharing arrangements in any one school year based on the needs of the school at that time.

Organisation of Job Sharing

1. Job sharing teachers along with the Principal Teacher will present an information session for parents when classes are allocated, explaining the strategy employed to manage, teach & assess the class/pupils through a Job Sharing scheme. In the case of SEN/ EAL teachers, an explanatory email will be sent to all parents and both teachers will attend the welcome meeting for their band level at the end of September to meet the parents and explain the system.
2. In consultation with the principal both teachers will prepare together a full year's plan of work as well as weekly/fortnightly schemes for the class. These fortnightly schemes will also be completed in collaboration with other colleagues at class/ SEN level as per current school practice.
3. At the end of each month both teachers will complete a detailed report (Cúntas Seachtaine/Coicíse) of the curriculum taught and the progress made by the children during the month under both teachers.
4. Copies of the long-term plan, short-term plans and monthly reports will be available to the Principal Teacher at all times.
5. Together both teachers will prepare an agreed weekly and daily timetable to be submitted to the Principal.
6. Job sharers are required to maintain a daily communication diary in which records of progress and important events are noted.
7. Pupil Profiles & records will be maintained by both teachers in line with school policy.
8. Both teachers will have a handover meeting at the end of each teaching period to discuss progress and plan for the next teaching period
9. End of year school reports will be jointly filled out by both teachers for each child.

10. The monitoring of all aspects of the job sharing arrangement is the responsibility of the Principal.
11. As a general principle, both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events will continue to happen normally.
12. The two teachers will work on the basis of week on - week off..
13. Both teachers will be required to attend formal Parent/Teacher meetings and meetings with Professionals/Outside agencies.
14. If situations of a serious nature arise, both teachers are required to attend the relevant meetings.
15. Both teachers are required to attend the termly Staff meetings and School Development Planning Meetings.
16. Job-sharing teachers will be limited to a total sum of 4 EPV days between the partners. In effect, this means that job-sharing teachers should engage with no more than one summer course each.
17. Job sharing Teachers will be required to complete their Croke Park hours on a pro rata basis.

Post of Responsibility

Job Sharing Teachers with a Post of Responsibility must continue to fulfil their post of responsibility duties while they are Job Sharing. This includes attendance at meeting of the ISM team as agreed with Principal.

Quota of teachers allowed to job share:

The Board of Management have decided that a maximum of 2 job sharing partnerships (ie 4 participating teachers) will be allowed. This will be reviewed annually as the school develops.

Review

Job sharing arrangements are at the discretion of the Board of Management. The Board reserves the right to terminate a job sharing arrangement at any time, if the arrangement is not operating in the best interests of pupils.

This policy was ratified by the BOM on 5th March 2020 and was reviewed in January 2021.

Signed: Liam Ahern_ - Chairperson

Signed: Teresa Coughlan - Principal