

Our Lady of Mercy College

Beaumont



Job-sharing Policy

1. Mission Statement

The core value of Our Lady of Mercy College Beaumont is respect for all and the nurturing of individual potential, academically, spiritually and culturally as a member of the school and wider community in the spirit of the Mercy Ethos.

2. The Board of Management will consider favourably requests from permanent teachers to enable them to job-share subject to the schools policy and the Department of Education and Skills, Terms and Conditions of Employment for Registered Teachers (DES, 2nd edition June 2017, Chapter 9).CL 0054)

3. The welfare and educational needs of the students will take precedence over all other considerations in the application of this policy

4. Eligibility

Teachers eligible for Job-sharing will

- Have satisfactorily completed their probationary year.
- Be permanent whole-time, CID or fixed-term teachers.

Holders of the posts of Principal, Deputy Principal and Home School Community Liaison Teacher, (should the school have one) are not eligible for Job-sharing.

5. Duration of Job-sharing arrangement

- i. Not less than one school year, from the beginning of a school year
- ii. Extensions to job-sharing arrangements must be applied for on an annual basis, according to the procedures outlined in the school's Policy.

6. Applications procedures

- i. The Board of Management alone approves job-sharing.
- ii. All applications should be in writing to the Secretary, Board of Management.
Latest date for applications (for job-sharing and extensions to job-sharing) to the Board of Management is 1st February of the preceding school year. All job share applications will be dealt with at the Boards February meeting.
- iii. Late applications may only be considered in very exceptional circumstances
- iv. A teacher whose job-sharing application has been approved may not normally withdraw from the scheme after the 14th April of the preceding school year.
- v. A teacher returning from a career break may apply for job-sharing within the terms of this policy and the Departments Terms & Conditions of employment for Registered Teachers.

7. Duties of the Job-sharing Teacher

The job-sharing teacher must make themselves available for parent-teacher meetings, staff meetings, other Croke Park hours etc in accordance with school policy and arrangements.

8. Outside Employment

If a job-sharing teacher wishes to engage in outside employment, permission must be obtained from the board of management. This permission to be sought in writing to the Secretary, Board of Management.

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 Board of Management or be in conflict and or competition with it.

A job-sharing teacher may not engage in regular part-time or long-term substitute teaching.

9. Factors for consideration in granting Job-sharing

- a. The welfare and educational needs of the students will take precedence over all other considerations (DES).
 - b. This may include:
 - a.. Continuity of teaching staff
 - b. Subject and Programme planning and provision
 - c. The particular needs of teaching posts will largely determine what patterns of job-sharing are possible.
 - d. Whether the DES will allow the employment of a replacement for the teacher applying for job-sharing.
 - e. Availability of suitable replacement teachers, if applicable.
 - 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.
 - g. The length of service of the teacher.
 - h. The reason for the request.
- Previous similar concessions.

10. Decision to grant Job-sharing

This will be based on:

- 1) The curricular needs of the school, including the number of applicants from particular subject areas.
- 2) The anticipated impact or effect on the welfare and educational needs of the students.
- 3) The overall number of teachers on leave during the school year in question.
- 4) The timetable arrangements for job-sharing teachers will be designed within the spirit of the scheme to facilitate the teacher so far as is practicable
- 5) Every effort will be made to notify job-sharing teachers in advance of their timetabled hours and the pattern of job-sharing.

11. Posts of Responsibility

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.

If the Board of Management decides that it is not possible for the teacher 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.

12. Resumption of Duty

A teacher who intends to return to full-time teaching from job-sharing must notify the Board of Management not later than 1st March.

A teacher is entitled to return to his / her post in a full time capacity, subject to any redeployment scheme in place.

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

13. Promotion

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

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

14. Leave

- i. Certain arrangements and requirements regarding personal leave, compassionate leave, sick leave, maternity leave, adoptive leave etc are outlined in Circular 18/98.
- ii. Particular attention should be paid to sick leave requirements.

15. 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 Skills, Terms and Conditions of Employment for Registered Teachers (DES, 2nd edition June 2017, Chapter 9).

16. Right of Appeal

Where the Board of Management does not grant a Job-share, the decision may be appealed to the Board within 10 days.

17. Review of Policy

As is Board of Management policy, this policy will be reviewed every three years or earlier if required .in accordance with the needs of the school and directives from the Department of Education and Skills which may necessitate a review.

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 Department Circulars.

Policy ratified;

ChairpersonOctober 20th 2020