

St. Anthony's Special School

Job-sharing Policy

for Special Needs Assistants

Version History

Version No.	Revision date	Reason	Approved by	Approved on
1	For 2025/26	Original policy	BOM	10th March 2025
2				
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Aim of Policy: To clarify arrangements for Sna's job-sharing in the school

Introduction

A member of the SNA team at St. Anthony's Special School may apply using Form JS1 to work on a job-sharing basis under the conditions set out in Department of Education and Skills Circular 0041/2014. In addition, an applicant should attach a written statement of his/her motivation/reasons for job-sharing for the following school year.

School Policy

Circular 0041/2014 sets out the following obligations on the Board of Management:

- Each employer shall develop and maintain a policy statement specific to the needs of the school in relation to the approval of job-sharing arrangements.
- In drawing up this policy, the welfare and care needs of the pupils shall take precedence over all other considerations.
- This policy shall have due regard to the capacity of the school to meet its obligations to its pupils and shall therefore apply a limit to the number of its special needs assistant that may avail of the scheme at any one time and also take into account the likely availability of a suitably qualified replacement.

General Terms and Conditions specific to St. Anthony's Special School

- The Board will determine the number of SNAs who will be allowed to participate in Job Sharing each year.
- The job-sharing year will commence on 1 September and end on 31 August.
- SNAs must have 12 months continuous service to be eligible to apply for job-sharing.
- Applicants must apply prior to 1 March of the year of application and withdrawals will be permitted up to 14 April.
- Job-sharing hours will be 16 hours/week per SNA as outlined in Circular 0041/1914.
- The two SNAs job sharing will work on a week-on week-off or split week basis. This will be determined by the Principal in consultation with the Class Teacher and SNA'S
- A copy of the school calendar indicating each SNA'S working days will be agreed with the Principal in advance
- Both SNAs are expected to fulfill the requirements of Croke Park/Haddington Road agreement as set out by the Board of Management (pro rata arrangements).
- All applications are subject to a qualified replacement being secured by 30 June of the year of application.
- The Board reserves the right to terminate a job-sharing arrangement in the event it is not operating in the best interests of the pupils and the school.

- To continue job-sharing an SNA must re-apply on an annual basis.

Assessment of Job-share Requests

Each individual's application for a job-sharing arrangement will be considered on its merits by the Board of Management, taking into account the overall needs of the school for the job-share year in question, with particular regard to:

- the number of SNA job-sharing arrangements permitted by the Board for the school year in question – this subject to review on an annual basis
- the overall number of permanent SNAs who are likely to be on approved leave of absence (maternity, adoptive or parental leave)
- the overall number of temporary SNAs within the school due to permanent SNAs availing of, or applying for special leave of absence (e.g. job-sharing, career breaks, study leave etc.)
- the capacity of the school to recruit and retain suitably qualified temporary replacement SNAs
- the appropriateness of a job-sharing arrangement to a particular class.

The following additional factors will apply to the Board's decisions on any job-sharing application:

1. 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.
2. SNAs applying for a job sharing arrangement will be considered on the basis of their individual motivation and reasons for applying, compatibility and complementarity of skill sets of proposed job-sharers, previous attendance records, together with the viability of their proposed arrangement.
3. Equality of opportunity for all permanent SNAs to avail of the SNA Job-Sharing Scheme.

Please note:

For the school year 2025-2026, the Board, on the advice of the Principal and having considered all available information, has set a limit of one job-share arrangement - involving a maximum of 2 SNA'S. Seniority will not be a deciding factor where there are more applications than available arrangements.

Priority will be given to arrangements involving job-share pairings within the existing SNA team. However, if there is not a sufficient number of internal applicants to form a pairing, the Board may agree to recruit an external candidate to complete a pair, on the strict understanding that the external candidate is amenable to a half-time post and that the arrangement is acceptable to the class teacher and appropriate for the class.

Operational requirements

1. The Board delegates the responsibility of class placement of job share SNAs to the school Principal.

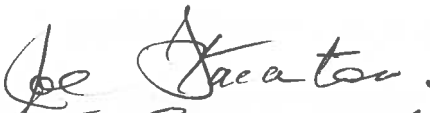
2. In consultation with the principal both SNAs will prepare together a full year's plan related to the care needs of the class and how they will share their duties.
3. A handover meeting will take place between the job sharing SNAs at the end of each week, including important observations on the pupils' progress. The teacher will manage this handover process.
4. As a general principle both SNAs will display significant flexibility in relation to absences, holidays and also ensure that class participation in school events will continue to happen normally.
5. Both SNAs will be available for any scheduled parent/teacher meetings and IEP meetings if required.
6. Both SNAs will attend staff meetings and staff training days.


Policy review

This job-sharing policy will be reviewed as deemed necessary by the Board e.g. in light of policy or procedural changes and/or where school circumstances warrant.

Policy approval

This policy was ratified and approved by the Board of Management on 10th March 2025


JOE STANTON
10/03/2025.


ANNA SWEENEY
10/3/25.

ST.ANTHONY'S SPECIAL SCHOOL

JOB-SHARING AGREEMENT

I _____ agree to abide by the Terms & Conditions of the Job-Sharing
(Print name)

Policy as set out by the Board of Management and wish to participate in the Job-Sharing arrangement

from 1 September 2025- 31 August 2026.

Signed: _____

(SNA)

Date: _____

Principal: _____

(on behalf of the Board of Management)

Date: _____

Job Sharing- Cover Letter Requirement for St.Anthony's Special School

Letter of Application to be included with your application for Job Sharing

1. State why you are writing i.e

Dear Chairperson

I am writing with regard to the advertisement of a Job Sharing position in school/ on Educatioun Posts website. It is with great enthusiasm that I am applying for

2. State who you are

As noted on my application form, My name is and my qualifications are
I am working in School for whatever length of time

3. State why you are applying for this job- personal reasons important here as this would be imperative for the BOM to be aware of, in making their decision
4. State what you have to offer the school in a Job Sharing capacity as an SNA or Teacher i.e be unique here-willingness to run activities, in school clubs/sports etc
5. My greatest strengths and attributions include:
6. I would love to interview for this position to discuss further what I can offer the school (Informal meeting for internal applicants)

Kind regards

