

St. Anthony's Special School

Job-sharing Policy

**for
Teachers**

Version History

Version No.	Revision date	Reason	Approved by	Approved on
1	For 2025/26	Original policy	BOM	10th March 2025
2				
3				
4				
5				

Aim of Policy: To clarify arrangements for Teacher's job-sharing in the school

1. Introduction

This policy sets out the operation of the Teachers Job Share Scheme in st.Anthony's Special School. The policy was developed and ratified by the Board of Management of the school. The policy complies with the most recent Circular (Circular 0054/2019) on Leave Schemes for Registered Teachers in Recognised Primary and Post Primary Schools 0054/2019. The policy should be read and understood in conjunction with the General Provisions for All Schemes and Definitions, and within the context of legislation relating to the Job Sharing Scheme for Teachers in Recognised Primary and Post Primary Schools is available to download from www.education.ie

2. Rationale

Primary School Teachers are entitled to apply for the Job Sharing Scheme to assist them in combining work with personal responsibilities and choices. This policy is specific to the needs of St.Anthony's School, Humbert Way, Castlebar, Co.Mayo

3. Aims

- To ensure compliance with relevant legislation relating to the implementation of the Job Sharing Scheme for Primary Teachers
- To ensure educational progress and personal development of pupils is not affected by the Job Sharing arrangement
- To ensure the continued effective operation of the school where a Job Sharing Scheme exists
- To inform staff members of their duties in relation to the Job Sharing Scheme in St.Anthony's School
- To clarify issues in relation to the Job Sharing Scheme for Primary Teachers

4. Definition

A Job Sharing Teacher means a teacher who:

- is sharing a whole time post on a 50:50 basis or
- Has applied to reduce their hours to 50% of a whole time post

A **Whole-time** teacher means a teacher who is contracted for :

28 hours 20 minutes per week in a Primary School

5. Eligibility

A teacher may apply to job share where he/she

- is registered with the Teaching Council
- will have satisfactorily completed, at the end of the school year in which they are applying, 12months of continuous service with the current employer

- holds a fulltime permanent post for the following school year which is equivalent to or over 50% of a whole time teacher (i.e 14 hours 10 minutes per week)
- A teacher on a career Break or other approved leave of absence may apply to resume teaching duties on a Job Sharing Basis
- The Principal is not eligible for Job Sharing

6. Duration of Job Sharing Arrangement

The minimum period for a Job Sharing arrangement is one school year.

In exceptional circumstances, an employer may authorise a Job Sharing arrangement to commence during the course of the school year and to terminate no earlier than the end of the same school year i.e 31st August

7. Job-share Options

There are **two options** for a Job Sharing Arrangement

- A teacher may make an application to share a whole time post on a 50:50 basis or
- A teacher may apply to reduce their hours to 50% of a whole time teacher. This amounts to 14 hours 10 minutes per week for Primary teachers or 11 hours teaching for Post Primary teachers

Option 1: Share a whole time post 50:50 basis

Share a whole time post on a 50:50 basis with an existing whole time teacher:

- in the same school
- in another school under an inter-school Job Sharing Arrangement
- the appropriateness of a job-sharing arrangement to a particular class.

Where the arrangement results in an inter-school job share with St.Anthony's school as the host school the Principal and or Chairperson of the Board of Management will meet with/interview the proposed job share partners to assess their compatability and the suitability of the teacher from the outside school to St.Anthony's school. The teacher from an outside school will provide an up to date curriculum vitae together with appropriate references pending interview, the Board may or may not decide to approve the job share.

Option 2: Reduction of whole time teaching hours to 50%

Reduction of whole time teaching hours to 50% with a teacher recruited by the employer for the balance of the available hours on a (fixed term) contract which will terminate at the end of the school year.

8. Application Procedures for Job Sharing in St.Anthony's Special School

Teachers seeking to Job Share must apply to the Board of Management using the appropriate application form before the 1st of February prior to the commencement of the school year in which they wish to begin job sharing.

A teacher who wishes to extend his/her job sharing arrangements must apply for the extension on an annual basis

9. Approval of a Job Sharing Arrangement

The board shall assess each job sharing application in accordance with the guidelines in the circular and within the terms of this Job Share Policy. Each Job Sharing application will be considered by the Board of Management on its own merits and within the context of St. Anthony's Special School.

The Principal will be required to appraise the Board of Management in detail regarding a proposal to Job Share. Specifically the Principal will be asked to outline for the Board

- the extent to which the two proposed Job Sharers are co-operative, flexible and complement each other's skills and professionalism
- the level of organisational and communication skills displayed by the proposed partners, as well as their attendance records

The Board of Management will issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teacher no later than 1st March. The decision of the Board of Management is final.

Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a Job Sharing Post, the teacher will not be permitted to withdraw his/her application after the 14th April, or from once the replacement teacher's contract has been signed, whichever happens first.

In exceptional circumstances, the employer may permit a Job Sharing teacher to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond November 1st.

The Board of Management is required to inform the Department of Education and Skills of all approved applications. All job sharing applications will be subject to the final approval by the DES.

10. Plean Oibre

In a Job Share arrangement the teachers shall present a proposed plan of work (Plean Oibre) for the approval of the Principal.

The Plean Oibre must adequately address the need for continuity and consistency in curriculum planning, record keeping, classroom organisation, teaching methodologies and the need for an agreed approach to discipline matters and parent teacher contact.

The Plean Oibre should provide for the use of combined talents of both teachers as well as assigning responsibility.

The Plean Oibre should comply with School Policy

The Plean should outline the frequency of out of school meetings to plan and discuss their work.

The Plean should address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other).

The Plean should outline the availability of teachers for relevant staff meetings and for relevant meetings with parents (Parent Teacher meetings, additional Public Service Agreement hours).

The Board should be satisfied that the Plean Oibre adequately addresses all of the key issues outlined above. The Principal will be centrally involved in all stages of the Planning of the Job Sharing arrangement including approving the Plean Oibre.

The above will apply in so far as appropriate to the Special Education team teachers involved in Job Sharing.

11. Duties

The job sharing partners will establish appropriate communication processes which must be approved by the Board of Management. The method of communication may be electronic or handwritten and must be available to the Principal at all times.

Both job sharing teachers will attend Parent/Teacher meetings. Scheduled Parent Teacher meetings are held once a year in November.

Any matters relating to pupils must be dealt with in accordance with School Policy and in a timely way.

Both job sharing teachers will complete the End of Year Reports.

12. Leadership and Management Posts

The entitlement to fill a Leadership and Management Post and/or appointment to and payment in respect of Acting Leadership and Management Posts will be in accordance with relevant Department and/or other legislations.

The employer should keep the operation of Leadership and Management posts held by Job Sharing teachers under review to ensure responsibilities are adequately discharged.

13. In Service/School Planning Days

A job Sharing teacher who is required to attend courses/school planning days on days he/she is not rostered shall be granted leave in lieu 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 Agreements.

Where leave in Lieu is granted, confirmation of attendance at the course/school planning day should be submitted in writing to the employer who must notify the Department vis the OLCS. Substitution for such days is not paid by the Department.

14. Extra Personal Vacation Days

In normal circumstances (Non Covid 19 times) Job Sharing teachers In St.Anthony's Special School can take up to two EPV days each up to a maximum of 4 **between** the two teachers Job Sharing under the discretion of the Board of Management.

15. Classroom Planning

Job Sharing teachers are expected to complete planning in line with School Policy. Job Sharing teachers are expected to complete termly and fortnightly plans and Monthly Progress Reports at the end of the month. Monthly Progress Reports must be submitted to the Principal at the end of the month. Job Sharing teachers must prepare a weekly timetable and present a copy to the Principal. A copy of the timetable must be kept in the Substitute Information folder. Job Sharing teachers are required to keep a diary in which records of progress, behaviour issues, meeting parents, payments of money, friendship concerns and other relevant events must be recorded.

Both teachers will be mindful of Assessment of and for Learning and its important place in pupil progression.

As a general principle both teachers will display significant flexibility in relation to the class's participation in school events so that they will continue without interruption.

16. Termination

The arrangement may be terminated at any time if it is not operating in the best interests of the pupils.

17. Class levels/teaching Duties

The welfare and educational needs of the children will take precedence over all other considerations in deciding the teaching duties assigned to the Job Share partners. The decision of the Principal is final in assigning teaching roles to the teachers.

Special account must be taken of pupils who might be regarded as vulnerable or with specific special learning difficulties.

The allocation of classes/teaching duties must take account of Job Sharing applications and remains the absolute prerogative of the Principal.

18. Time Sharing Arrangement

The Board is only prepared to endorse either of two options

- week on week off
- or split week

under guidance of the Principal and teachers involved.

19. Informing Parents

As soon as the Board of Management has decided to allow job sharing and classes have been allocated, parents should be informed that their child/children would be taught by job sharing teachers in the relevant school year. The Board will notify parents at the earliest possible opportunity.

20. Handover arrangements between job sharing teachers

Both teachers will meet/spek at the end of each teaching shift to discuss and prepare the necessary handover. This meeting can be done in person or remotely using Zoom/Microsoft Teams. The Principal will be available to the Job Sharers if necessary. It is the responsibility of the Job Sharing teachers to convey any communications made to staff to the Job Sharing partner.

21. Supervision

Job Sharing teachers shall engage in Supervision day with both teachers sharing one post

22. Evaluation

There will be ongoing evaluation of all aspects of the Job Sharing arrangements. The Principal will report to the Board of Management each term regarding the implementation of the Job Share.

23. Communication

A copy of the policy will be available to all members of staff and will be posted on the school's website. Parents whose children are to be taught by the Job Sharing Teachers will be given copies at the time of informing them of the same.


Implementation:

This policy will be implemented from September 2025 and reviewed annually thereafter where needed.

Ratification:

This policy was ratified by the Board of Management of St. Anthony's Special School at a Board meeting on March 10th 2025.

Signed: 
Chairperson of Board Of Management
Date: 10/3/25

Signed: 
Principal
Date: 10/3/25

Appendix 1

INTER-SCHOOL JOB SHARING: ADDENDUM TO IN-SCHOOL JOB SHARING POLICY

A: If a member of the staff applies to Job Share with a teacher from another school but based in St. Anthony's Special School, the following conditions (in addition to all the relevant requirements included in DES Circulars and as detailed in Job Sharing Policy) will apply

- A copy of the Teachers Curriculum Vitae, relevant Inspectors Reports, up-to-date references and names of referees will be required
- The teacher will be required to attend for interview
- The decision of the Board of Management in adjudicating on the suitability of the applicant for a Job Sharing arrangement will be final
- Each and every Job Sharing arrangement shall be reviewed annually and the teacher from outside may be required to attend for interview again if a further application to continue is submitted.

INTER-SCHOOL JOB SHARING SCHEME

- In the case of an Inter-School Job Sharing arrangement appropriate consultation with the Board of Management of the partner school on all matters relating to the proposed arrangement will be an integral part of the processing of the application
- The Board(s) of Management will process all Job Sharing Applications during the month of February. Where an Inter-School Job Sharing arrangement is being entered into, the application must indicate the school in which the job sharing teachers will be based (the Application Form contains a section in relation to this matter). The Board(s) must convey a decision in writing to the teachers before 1st March. The Board(s) must submit all approved applications to the Department.
- The Board of Management of the host school for an Inter-School Job Sharing arrangement is considered to be the employer for both Job Sharers for the duration of the Job Sharing period and the teacher should assign a Form of Agreement with the Board of Management.

B: If a member of St. Anthony's Special School staff applies to Job Share with a teacher from another school based in the other school, the Board of Management will consider the application as it would applications for a Career Break/Secondment/Teacher Exchange etc.

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 Teachers. Seniority will not be a deciding factor where there are more applications than available arrangements.

Appendix A - Application Form for Job Sharing

The Application Form should be fully completed annually and submitted to the employer **not later than 1st February**. A separate Application Form must be completed by each Job Sharing applicant.

PART 1A – TEACHER APPLICATION

Teacher's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer enable your Job sharing application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 1B - DETAILS OF JOB SHARING APPLICATION

Proposed start date of Job Sharing Arrangement: _____

Please indicate in the table below your proposed Job Sharing Options.

Tick relevant box	Job Sharing Options	Details
	Option 1: (a) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school.	Teacher's name: _____
	Option 1: (b) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in another school under an inter-school Job Sharing arrangement (Primary schools only).	Name of other teacher: _____ Name of other school: _____ Roll No of other school: _____
	Option 2: Reduction of wholetime teaching hours to 50% with a teacher recruited by my employer for the balance of available hours.	

Declaration

I wish to apply for Job Sharing in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job Sharing arrangement.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____ Date: _____

PART 2 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Job Sharing application in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- 1) Application for Job Sharing
- 2) Copy of Application from Job Sharing partner (where applicable)
- 3) Copy of Decision Notice issued to teacher

Approved Job Sharing has been recorded on the OLCS/relevant ETB system

Signature: _____ Date: _____
(Employer (Host school))

*** The second signature below is only required in respect of an Inter-school Job Sharing Arrangement (Primary schools only)**

*Signature: _____ Date: _____
(Employer of base school)

*School Name _____ Roll No: _____

Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.