

Job Sharing Policy

Scoil Mhuire Naofa, Rathfeigh

1. The Board of Management of Scoil Mhuire Naofa Rathfeigh has adopted the following Job Sharing Policy. It complies with Circular 0075/2015 which was published in December 2015. The procedures in this policy apply to teachers who are in receipt of incremental salary under a permanent contract, contract of indefinite duration (CID) or fixed term contract. Circular 0075/2015 supersedes all previous circulars, memoranda, rules and regulations in relation to job sharing arrangements for teachers in recognised primary schools.

1.1 The purpose of the job sharing scheme is to assist teachers in combining work with personal responsibilities or choices.

2. SCHOOL POLICY

2.1 The Board of Management has developed and will maintain a policy statement specific to the needs of Scoil Mhuire Naofa, Rathfeigh in relation to the approval of job sharing arrangements.

2.2 It is a matter for the Board of Management to decide the time-sharing arrangement(s) which it is prepared to endorse e.g. week on /week off, split week. Subject to the exercise by the employer of its responsibility in this regard, timetable arrangements for job sharing teachers should be designed within the spirit of the scheme to facilitate the teacher, so far as is practicable.

2.3 In drawing up this policy, the welfare and educational needs of the pupils shall take precedence over all other considerations.

2.4 This policy shall have due regard to the capacity of the school to meet obligations to its pupils and may therefore apply a limit to the number of teaching staff that may avail of the scheme at any one time and also take into account the availability of an appropriately qualified replacement teacher.

2.5 When the Board of Management has decided to allow job sharing, parents/guardians will be informed that their child will be taught by job sharing teachers in the relevant school year. The Board will notify parents at the earliest possible opportunity by way of a special meeting called by the Principal/Board of Management, (after the class groupings for the relevant year have been decided). Teachers whose job sharing applications have been approved by a Board are required to attend such a meeting. The requirement for the special meeting should not be replaced by other means of communicating to parents the information regarding job sharing arrangements.

3. BASIS OF SCHEME

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

3.2 There are two options for a job sharing arrangement:

a) Sharing a whole-time post: Two whole-time teachers in the same school apply to job share or in the case of interschool job sharing where two whole-time teachers in two different schools apply to job share.

b) A teacher applies to job share and the employer is willing to recruit a teacher for the balance of the available hours on a specified purpose (fixed term) contract which will terminate at the end of the school year.

4 DURATION OF JOB SHARING AGREEMENT

4.1 The minimum period for which a job sharing arrangement may occur is one school year.

4.2 In exceptional circumstances the Board may authorise a job sharing arrangement to commence during the course of the school year and terminate not earlier than the end of that same school year.

5 ELIGIBILITY

5.1 A teacher may apply to job share where he/she

a) is registered with the Teaching Council and

b) will have satisfactorily completed at the end of the school year in which they are applying 12 months of continuous service with the current employer and

c) holds a post for the following school year greater than 50% of a whole-time teacher. (i.e. 14 hours 10 minutes per week in the case of a Primary teacher or 11 hours per week teaching in the case of a Post Primary teacher).

Job sharing is not available to the following - Principal and Teachers on secondment.

Job sharing will not be practised in Rang 6 or Junior infants

Special consideration shall be given by the BOM before approving job sharing for Junior Infants and special needs pupils.

6 OPERATION OF THE SCHEME

6.1 A teacher seeking to job share must submit the prescribed application form JS1 attached to this circular to the Board not later than the 1st February prior to the school year in which he/she proposes to commence/continue job sharing.

6.2 A teacher who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis.

6.3 Each application to job share shall be considered on its own merits by the Board within the context of the school's policy statement. The decision of the Board shall be final.

6.4 Teachers shall apply for job sharing positions on an individual basis.

6.5 Teachers applying for job sharing arrangement will be interviewed individually to assess the viability of their proposed arrangement.

6.6 The Board of Management who hosts the teachers availing of the 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 sign a Form of Agreement with the host employer.

6.7 A teacher on a career break or other approved leave of absence may apply to resume teaching duties on a job sharing basis.

6.8 The Board of Management shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by 1st March at the latest.

6.9 Taking account of the extent of arrangements to be put in place by the Board to cater for a job sharing post, the applicant should not be permitted to withdraw his/her application after 14th April, or from once the replacement teachers' contract has been signed, whichever happens first. This should be included in the notice from the school to the teacher.

6.10 In exceptional circumstances if the applicant can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a job sharing scheme and/or an earlier return to full-time employment may be considered by the Board. However, such an application may not be considered beyond 1st November.

6.11 The Board must list the names of all teachers availing of job sharing arrangements on the annual change of staff form/relevant ETB system. The job sharing application must be retained in the school.

6.12 Both teachers will prepare together a full year's work plan as well as a weekly/fortnightly scheme for the class. At the end of the month, both teachers will complete a detailed Cúntas Míósúil. Such schemes and reports will be made available to the principal at the appropriate times. Record keeping is highly significant and an essential feature of Job-Sharing. Job Sharers are required to maintain pupil profiles in which records of progress and important events should be noted. Together, both teachers will prepare agreed weekly and daily Cláranna. Each teaching partner should ensure continuity of learning and teaching especially in the case of brief absences, where a substitute teacher is employed. This is important in relation to delivery of the full curriculum, to teaching methodologies and to matters such as the Code of Behaviour and allocation of homework.

6.13 When filling out the end of year school reports, the comments will be agreed by both teachers. Both teachers will attend the school's scheduled Parent/Teacher meetings. The partner working will attend staff meetings.

6.14 Each job-sharing arrangement will be reviewed at the end of each school year.

6.15 The principal will decide on the pairings and class for the following year.

7 DUTIES

7.1 The Board will ensure that appropriate communication processes are in place between teachers sharing a post in order for them to fulfil the responsibilities of the post.

7.2 A job sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements.

7.3 The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing.

7.4 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 shall continue to happen normally.

8 PAY/RECKONING OF SERVICE

8.1 Job sharing teachers will receive where applicable remuneration equal to 50% of a full time post inclusive of qualification allowances (i.e. Higher Diploma, Primary, Masters and Doctorate Degree, Ard Teastas Gaeilge)

8.2 Where a teacher holds any job role allowance e.g. - Teaching through Irish Allowance / Diploma in Special Education / Diploma for Teachers in a Specific Disability Category the teacher may lose these allowances under a job-sharing arrangement.

8.3 Each year of job sharing service given, will reckon as one year of service for promotion and incremental purposes.

9 ADDITIONAL WORK BY JOB SHARING TEACHER

9.1 Job sharing teachers may not a) engage in any substitute teaching b) act as a special needs assistant in the school in which he/she is employed or any other school or c) undertake home tuition hours

9.2 It is not permissible for a job sharing teacher to engage in outside employment without the consent of the Board. It shall be a matter for the Board to determine whether or not any such employment is in conflict with their ability to carry out their duties as an employee of the school. If such a conflict is deemed to exist, the approval of the Board shall be withheld.

10 APPOINTMENT OF A REPLACEMENT TEACHER

10.1 Where a replacement teacher is to be employed, the position must be filled in accordance with current rules for teacher recruitment. This teacher may apply for any available hours within the school/ETB's allocation up to the maximum of a whole-time post.

10.2 Any queries related to permission to fill a post or part of a post vacated by a teacher engaging in a job sharing agreement should be raised with the Teacher Allocations Section of the Department.

10.3 Where a replacement teacher is to be employed he/she shall be offered a specified purpose (fixed term) contract. Such a contract must include a condition that the contract will terminate on the job sharing teacher resigning, retiring or returning to full time employment or the following 31st August whichever happens first.

11 POSTS OF RESPONSIBILITY

11.1

a) Where a Deputy Principal is approved for job sharing he/she must relinquish his/her post of responsibility and the appropriate allowance for the duration of the job sharing arrangement.

b) An Assistant Principal or a Special Duties Teacher may retain his/her post of responsibility allowance while job sharing provided the Board decides that the duties of the post can be performed in full.

c) Where the Board decides that it is not possible for the job sharing teacher to perform the full duties of the Assistant Principal or Special Duties post an acting Assistant Principal or Special Duties Teacher may be appointed and the allowance will be shared equally between the two teachers (i.e. the acting post holder and the job sharing teacher.) The allowance shall be restored to the actual post holder on resumption of fulltime duties.

d) The acting post holder will not establish personal title to the allowance and will relinquish same when the Job Sharer resumes full time duties.

11.2 Appointment to and payment in respect of Acting Posts of Responsibility will be in accordance with the applicable Circular Letters and /or other regulations.

11.3 The Board of Management in consultation with the Principal, should keep the operation of posts of responsibility held by job sharing teachers under review to ensure responsibilities are adequately discharged.

11.4 Any queries regarding the entitlement to fill a Post of Responsibility are a matter for the Teacher Allocations Section of the Department.

12 TERMINATION/RESUMPTION OF DUTY

12.1 The Board of Management must ensure that teachers participating in the job-sharing scheme are aware that the arrangement may be terminated at any time if it is not operating in the best interests of pupils.

12.2 It is the responsibility of the Board to ensure that the Payroll Section of the Department/ETB is informed in advance of the date of termination of the job sharing arrangement of the teacher and the date of termination of the employment of the replacement teacher in order to avoid any overpayments of salary.

13 MATERNITY LEAVE /ADOPTIVE LEAVE

13.1. A full time teacher on maternity/adoptive leave, opting to job share in the next school year, will be paid at the full time rate of pay up until the beginning of the next school year at which point the teacher will be paid the job sharing rate of pay for the remainder of the leave.

13.2. A job sharing teacher on maternity/adoptive leave, opting to return to full time duties in the next school year, will be paid at the job sharing rate of pay up until the beginning of the next school year at which point the teacher will be paid the full time rate of pay for the remainder of the leave.

14 PUBLIC HOLIDAY ENTITLEMENTS

14.1. Entitlements arising to a job sharing teacher from e.g. bank holidays, will accrue to the teacher who would otherwise be scheduled for duty on the day in question. In such cases however, the normal attendance regime will, where necessary be varied slightly by the employer with a view to allowing both job sharing partners to benefit equally from school closures.

15 RESIGNATION WHILE JOB SHARING

15.1. A teacher engaged in a job sharing scheme who wishes to resign from his/her teaching post must notify the Board in writing in accordance with the teacher's terms of employment.

16 PENSION

16.1. In accordance with the applicable circular letters and /or other regulations, a job sharing teacher shall be eligible for superannuation benefits on the same basis as full-time staff, save that each year of service given in a job sharing capacity will reckon as six months full-time service for superannuation purposes.

16.2. It may be open to a job sharing teacher to purchase notional service for superannuation purposes. Further information in relation to the purchase of notional service and other pension related matters is available from the Departments website Retirement-Pensions or by contacting the relevant ETB. Any queries regarding the purchase of notional service should be submitted by email to pensions@education.gov.ie or the relevant ETB.

17. PRSI IMPLICATIONS

17.1. Teachers who propose to undertake job sharing should satisfy themselves (by contacting the Department of Social Protection if necessary) as to whether the proposed pattern of job sharing will have any implications for their PRSI contributions/credit record.

18. IN SERVICE/SCHOOL PLANNING DAYS / EPV DAYS

18.1. Job sharing teachers who are required to attend courses/school planning days on days they are not due to teach 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 hour's commitment under the current Public Service Agreements.

18.2. Where leave in lieu is to be granted, confirmation of attendance at the course/school planning day should be submitted in writing to the Board for input on the OLCS/ relevant ETB system. Substitution for such days is not paid by the Department.

18.3 If both job-sharing teachers attend a course approved by the DES personal leave may be taken subject to Board of Management approval. A maximum of three days in total can be taken if both teachers attend these courses i.e. teachers will not be permitted to take three days each.

19. RE-DEPLOYMENT

19.1. Job sharing teachers will be subject to the same conditions of re-deployment as full time teachers.

20. COMPLIANCE

20.1 All teachers/employers must adhere to the regulations and procedures set out in this circular. Failure to abide with the regulations and procedures will be dealt with under the agreed disciplinary procedures and may lead to the cessation of salary in the case of teachers and/or the withdrawal of substitute cover for schools.

20.2 All documentation relating to job sharing arrangements must be retained by the Board with the relevant personnel records.

21. FURTHER INFORMATION

21.1 In accordance with the introductory paragraph the regulations in this circular are to be implemented by the employer. All queries should initially be brought to the attention of the employer /school management who may wish to consult with their representative organisation who may further wish to consult with the Department at the following email address: teachersna@education.gov.ie

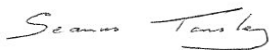
Ratification

The Board of Management of Scoil Mhuire Naofa, Rathfeigh ratified this policy on September 25th 2025



Derrick Monahan
Chairperson

Date: 25th September 2025



Seamus Tansley
Principal

Date: 25th September 2025