

Woodbrook College Bray, Co. Wicklow



Job Share Policy

This policy was drafted in consultation with the education partners at Woodbrook College, Bray, Co. Wicklow having taken into account relevant DES Circulars. This policy was ratified by the Board of Management on September 21st, 2015

Introduction

The Board of Management of Woodbrook College, Bray has engaged with the relevant stakeholders involved in the education of our pupils in the formation of the school's policy on Job-Sharing. In doing so, the Board of Management has made every effort to balance the legitimate expectations of teachers with the over-riding needs of pupils.

In order to achieve this balance the Board will consider all applications for Job-Sharing taking into account its statutory obligations as outlined in the relevant Department of Education and Skills Circulars and the Education Act 1998. In particular, the Board recognises that in drawing up this policy **the welfare and educational needs of the pupils shall take precedence over all other considerations.**

Overview of Job-Sharing Scheme

- The scheme provides that a qualifying teacher may make application to share a whole time teaching post on a 50:50 basis. S/he will be time-tabled to teach eleven hours per week.
- All teachers (registered with the Teaching Council and whose posts are fully funded from monies provided by the Oireachtas) with the exception of holders of posts of Principal, Deputy Principal and Home School Liaison teacher are eligible to participate in the scheme. Teachers cannot job-share during their year on probation.
- A teacher must participate in the scheme for a minimum period of twelve months from the beginning of a school year. Each job-sharing arrangement must be approved annually by the Board of Management and sanctioned by the Department of Education and Skills.
- Applications for job-sharing from new or existing job-sharing teachers should be made in writing to the Board of Management by 1st March of the preceding school year. Applications which have been approved by the Board of Management will be forwarded to the DES not later than 31st March of that school year.
- Any teacher whose application to job-share in a particular school year is approved may not normally withdraw from the scheme after the 17th June of the preceding school year. The timetable arrangements for job-sharing teachers should be designed within the spirit of the scheme to facilitate the teacher so far as is practicable. The particular needs of teaching posts will largely determine what patterns of job-sharing are possible. Every effort will be made to notify job-sharing teachers in advance of their timetabled hours and the pattern of job-sharing.
- A job-sharing teacher shall resume full-time employment at the end of the agreed job-sharing period. Teachers resuming full time employment shall be subject to the terms of any existing redeployment scheme or any redeployment scheme agreed from time to time between the management authorities, teacher's representatives and the DES.
- In exceptional circumstances, 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. The DES should be notified.
- A job-sharing teacher must be available for parent meetings, staff meetings, etc. in accordance with school policy and agreements.
- An Assistant Principal or a Special Duties Teacher can retain his/her Post of Responsibility 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 job-sharing teacher to perform the full duties of the post for the period of the job-sharing arrangement, s/he shall forfeit the allowance. The allowance shall be restored on resumption of full time duties. An

Acting Assistant Principal or Special Duties Teacher may be appointed to perform the full duties assigned to the post and be paid the full allowance for the duration of the job-sharing arrangement subject to the moratorium on filling Posts of Responsibility. The acting post holder will not establish personal title to the allowance and will relinquish same when the job-sharing post holder resumes full time duties.

- Further specific information can be sourced in relevant DES Circulars relating to:
 - Pay scales
 - Promotion
 - Leave
 - Outside Employment
 - Superannuation

Eligibility

The following are the eligibility requirements for those wishing to apply for job-sharing:

- Permanent, CID, TWT, RPT (with duration not extending beyond the date of termination of a fixed term contract) up to compulsory retirement age
- Registered with the Teaching Council
- Satisfactorily completed at least 12 months of continuous service with the school

Board of Management Considerations

The Board of Management recognises the benefits of the Department of Education and Skills schemes for teachers in relation to job-sharing. These schemes provide family friendly working arrangements for those teachers who need them on a temporary basis. It also provides teachers with the opportunities to further their professional and personal development through the acquisition of professional skills, academic qualifications and alternative experiences, which may directly benefit the pupils they teach in our school.

When considering applications for job-Sharing, the Board of Management shall carefully consider how the granting of job sharing might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of job-sharing will be determined in accordance with Circular Letter 18/1998 and other relevant circulars and directives which from time to time may be issued **and** by the criteria outlined below.

- (1) The total number of teachers who are not in the school on a full-time basis (This to include teachers on career break, job sharing and secondment). This should not exceed 15% of the total number of whole-time equivalent teachers as defined on the schools allocation of staff rounded up to nearest whole number. The number may be varied from year to year, depending on the number of applications and the specific requirements.

Reason

The Board of Management must seek to strike a balance between the needs of teachers and pupils and the long-term good of the school as a stable educational environment and work place. Such a balanced approach will prevent the tendency towards the casualisation of the school's teaching team and will provide the best learning environment for pupils

- (2) The effect on particular subject departments by granting job-sharing arrangements which would result in creating an imbalance in any subject department.

Reason

The Board of Management has a responsibility to ensure that particular subject departments

are not weakened by granting job-sharing arrangements to staff members which would result in creating an imbalance in any subject department, leading to the undermining of the stability of a subject department or otherwise weakening that department.

- (3) The effect any such arrangements would have on the balance between the numbers of long-serving members of staff and those who may be inexperienced or novice teachers.

Reason

The Board of Management has a responsibility to ensure that all students benefit from the availability of a mix of experienced teachers and teachers who are new to the profession or to the school

- (4) The need for the school to maintain continuity of teaching for students affected by such arrangements.

Reason

Since replacement teachers will always be appointed as temporary, if ongoing replacements are required the school may have to substitute further replacements in the event that the temporary teachers seek more permanent employment elsewhere.

- (5) The likely availability of a suitably qualified replacement teacher to take up duty on the applicant's departure.

Reason

From time to time and for various reasons, certain subject disciplines are difficult to replace and could leave the school in a situation where they are unable to find a suitable replacement.

- (6) The effect any such arrangements might have on the ability of the school to replace Posts of Responsibility held by teachers availing of job-sharing.

Reason

The moratorium on Posts of Responsibility in place since 2009 means that the Board of Management cannot temporarily replace an absent post holder. The Board of Management has a responsibility to ensure that there is an effective and adequate middle management structure in the school.

The Board of Management will endeavour to consider favourably applications for job-sharing bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations. In the event that some applications will have to be declined, the Board will take all of the above into account in addition to:

- The case made for the teacher's application
- The balance between the individual needs of the teacher applicants, and the number of applications received
- The anticipated benefit to be gained by the teacher and, consequently the students taught by that teacher
- Practicalities of facilitating teachers seeking to job-share on the school timetable in a way that is meaningful to the teacher while at the same time ensuring that the resultant time-tables should not impact negatively on the time-tables of students or on the time-tables of other teachers. The school management will endeavour to facilitate the timetabling requests of the job-sharing applicant but cannot guarantee that those requests will be facilitated
- The amount of job-sharing leave previously granted to applicant teachers
- The likelihood that the job-sharing teacher's hours will be replaced by the Department of Education and Skills. Final sanction to job-share may be delayed pending the outcome of the

allocations process

Criteria

- 1) A teacher must participate in the scheme for a minimum period of twelve months from the beginning of the school year. Each job-sharing arrangement must be approved annually by the Board of Management and sanctioned by the Department of Education and Skills. Each approval is for one year only and does not carry with it any expectation of tenure.
- 2) In the interest of equity and fairness vis-à-vis the colleagues who may wish to avail of the scheme, the aggregate number of job-sharing agreements entered into with any one teacher shall not normally exceed three years where the number of applicants exceeds places available. However, each application will be looked at on a case by case basis before any decision is made.
- 3) Teachers resuming full time employment shall be subject to the terms of any existing redeployment scheme or any redeployment scheme agreed from time to time between the management authorities, teacher's representatives and the Department of Education and Skills.
- 4) The Board of Management reserves the right to review or amend this policy in accordance with the needs of the school. Amendments shall be made known to the staff by the start of the second term and shall relate to the following school year.
- 5) 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 are to be found in Circular 18/98.
- 6) A teacher whose job-sharing application has been approved may not normally withdraw from the scheme after the 17th June of the preceding school year.
- 7) Every effort will be made to notify job-sharing teachers in advance of their timetabled hours and the pattern of job-sharing.
- 8) If a teacher withdraws from a job-sharing arrangement, their place will not be offered to another applicant.

Application

- Applicants for a job-sharing arrangements must submit a written application to the school not later than March 1st of each school year prior to that in which s/he proposes to commence / continue the job sharing arrangement. The applicant must provide clear details of the exact reason for the job-share request.
- If necessary, applications may be initially screened by a subcommittee of the Board of Management, who will then make recommendations to the Board of Management in accordance with relevant circular letters.
- Applications approved by the Board of Management will be submitted to the Department of Education and Skills by March 31st of that school year.
- Prior to the submission of applications to the Department of Education and Skills, the Board of Management will inform candidates of its decision whether to support such applications.
- Teachers approved for job-sharing must respond in writing to an offer made. It will be understood that an acceptance is based on the conditions contained in CL 18/98 for Job-Sharing and other relevant circulars or directives as well as the Board of Management's policy as outlined in this document.

Resumption of duties

In relation to the resumption of duty following a job sharing arrangement, Section 10 of CL 10/2011 will be adhered to.

Review

Review Date:..... _____