



Teacher and SNA Job Share Policy

**Loreto Secondary School, St Michael's
Navan, Co Meath
64370T**

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[APPLICATION FORM FOR JOB SHARE - TEACHERS](#)

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1. Purpose and Scope

This policy applies to teachers and special needs assistants employed by Loreto Secondary School, St Michael's wishing to avail of the opportunity to avail of the Department of Education Job Sharing Scheme. It has been developed to provide a framework within the provision of the relevant Circular Letters and to assist staff in understanding how Job Share Schemes are managed within the school. This policy operates within the terms and conditions of the following circulars

[Circular Letter 0054/2019](#)

Circular Letter 0041/2014

2. Job Share Scheme

The purpose of the Job Sharing Scheme is to assist teachers and special needs assistants in combining work commitments and personal responsibilities/choices.

3. Eligibility

3.1 A teacher may apply for a Job Sharing arrangement where he/she:-

- Any teacher or SNA who has satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with the current employer may apply to job share. Teachers/SNAs must hold a post for the following school year greater than 50% of a whole time teacher/SNA (i.e. 11 hours per week for a teacher and 16 hours a week for a SNA).

3.2 Job Sharing is not available to the following: Principal, Deputy Principal, teacher on secondment

3.3 A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

4. Duration of Job Share

4.1 The minimum period for which a job-sharing arrangement may occur is one school year i.e. commencing on 1 September and ending on 31 August each year.

4.2 In exceptional circumstances an employer in its sole discretion may authorise a special needs assistant to commence a job-sharing arrangement during the course of the school year and terminate not earlier than the end of that same school year.

5. Job Sharing Options

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

5.2 There are 2 options for a Job Sharing arrangement:

Option 1: Share a wholetime post on a 50:50 basis: Share a wholetime post on a 50:50 basis with an existing whole time teacher/SNA in the same school

Option 2: Reduction of whole time teaching hours to 50% with a teacher/SNA 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.

6. Application Procedures

All applicants should familiarise themselves with all terms and conditions outlined in the relevant circulars ¹

6.1 A teacher seeking to participate the Job Share Scheme must submit the completed application form² to the Principal in writing no later than 1st February of the school year prior to that in which he/she proposes to commence the job share.

6.2 In order for the Board to make a fully informed decision regarding the awarding of the job share, and to plan for the provision of teaching and learning the applicant is asked to provide details on the purpose for which the career break is required and projected number of years they anticipate the job share may last.

(i) The purpose for which it is required

(ii) Whether it is likely that a second (extension year) may be sought to the initial job share application. ³

6.3 Late application may be considered by the employer in exceptional circumstances.

6.4 A teacher who wishes to extend his/her job share must apply for this extension on an annual basis within the deadline set out at 5.1.

6.5 The school Principal will approve or reject the job share application bearing in mind the curricular needs of the school. This is a two step process whereby the school manages the request which is subject to final approval by the Board of Management. The decision of the Board of Management is final.

6.6 The Board of Management's decision on the job share application will include a written notice of approval or refusal to the teacher no later than 1st March.

6.7 Taking account of the extent of arrangements to be put in place by the Board of Management to accommodate the job share, the applicant is not permitted to withdraw his/her application after 14th April , or from once the replacement teacher's contract has been signed, whichever happens first.

6.8 In exceptional circumstances the employer may consider a later withdrawal of a job share application.

¹ Circulars 0054/2019, 041/2014

² Application form available in Chapter 8 appendix A Circular 0054/2019 or in the appendices of this document

³ This does not imply an undertaking or obligation by the applicant or the Board of Management, applications are processed on a year on year basis.

7. Consideration of Applications by the Board of Management

7.1 The Board of Management recognises the benefits of the Department of Education and Skills scheme for staff members in relation to job sharing. This scheme provides family friendly working arrangements for those staff members who need them on a temporary basis. They provide teachers and SNAs 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 in our school.

7.2 The Board of management looks positively on the Job Scheme and wishes to support staff in availing of such leave, subject to the condition that the day to day obligations of the school are not adversely affected. Accordingly, the welfare and educational needs of the pupils shall take precedence over all other considerations.

7.3 A number of factors will be considered by the Principal/Board of Management in assessing all applications for job share, regardless of the number of applications. This will include:

- Welfare and educational needs of the students
- The curricular needs of the school
- Continuity of teaching, including the availability of suitably qualified replacement teachers
- Continuity of assistance for students with additional needs (in the case of SNAs) including the availability of suitably qualified replacement SNAs
- The number of Teachers and Special Needs Assistants on Career Break / Secondment / Job Sharing within the school, and within subject teaching departments/curricular areas
- The length of service of the teacher/SNA in the school in the first instance, and in total in the second
- Previous periods of job share, in the context of equality of opportunity for staff in availing of the scheme.

8. Decision Regarding Application

8.1 In the event of approval of application

- The applicant will be notified of the decision to *provisionally* approve their application by March 1st ⁴
- The applicant must confirm in writing that they wish to proceed with the career break.
- The applicant is not permitted to withdraw their application after April 14th or from once the replacement teacher's contract has been signed, whichever happens first.

⁴ Approval is conditional on the recruitment of a suitably qualified replacement. In the event a suitably qualified replacement cannot be recruited by 30th June, the applicant may be advised that their career break cannot proceed.

8.2 In the event of denial of application

- The applicant will be notified in writing of the decision to deny their application by March 1st.
- The letter will set out the basis for refusal.
- The Board of Management's decision is final. However, this does not preclude a staff member from appealing a decision to the Board of Management.

9. Terms and Conditions of the Job Share Scheme

The Board of Management will approved applications for Job Share subject to the following

- The needs of the pupils of the school must take precedence over all other considerations. This offer is, therefore, subject to school management being able to meet the curricular needs of the school in your absence
- The Job Share approval is conditional on the recruitment of a suitably qualified replacement teacher. In the event that a suitable qualified replacement teacher cannot be recruited by 30th June of the year of application, the job share cannot proceed.
- Under the DES terms of Job Share the applicant cannot withdraw their application after 14th April or from once the replacement teacher's contract has been signed, whichever happens first.
- Teachers are required to be timetabled for 11 hours per week.
- If the applicant has agreed to undertake S&S duties in accordance with the Supervision and Substitution Scheme, they must be available to substitute for 2 class periods per week with a maximum of 1.5 hours S&S per week. A teacher may agree to undertake S&S duties for more than 1.5 hours in a week with the additional time being reckoned towards the annual commitment.
- Where a replacement SNA is employed he/she will be required to be available for the additional 72 hours that form part of a full-time SNA's contract (pro-rata for part-time SNAs) to be utilised and delivered outside of normal school opening hours and/or the normal school year. A replacement SNA will not attain any seniority in the school.
- Each job sharer must be available for relevant staff, parent - teacher meetings of classes taught and other meetings as decided by management
- Classes will generally be timetabled over the five working days. The spread of classes will be in accordance with the completed timetable having due regard to the educational needs of the students and the efficient management of the school
- ***While the Principal will consider applications for timetable concessions, it may not be possible to grant such requests. Acceptance of the offer of job-sharing cannot be conditional on management acceding to such requests***
- The obligation to provide additional hours under the existing Public Service Agreement is pro-rata for a teacher who is job-sharing. A job sharing teacher is required to undertake half

of the Croke Park hours and **all of the hours per circular M58/04**. The principal will inform all job sharing teachers of the schedule of meetings requiring attendance.

- Job sharing Teachers who hold a post of responsibility may retain his/her post provided that the duties can be performed in full by the job sharer. Job sharing teachers can also apply for any vacant Post(s) of Responsibility but again due consideration will be given to the ability to perform the duties in full satisfactorily. The job sharer will continue to accrue seniority during the job sharing arrangement
- Registration with the Teaching Council must be maintained

Note: It is the responsibility of the individual staff member to make whatever enquiries and arrangements as are necessary regarding issues such as, Superannuation, Incremental Credit, Promotion, Leave, etc. Full details of the schemes are available in the Department of Education and Skills Terms & Conditions of Employment webbook for teachers which can be accessed on <https://www.education.ie/en/Education-Staff/Services/Breaks-Leave/Terms-and-Conditions-of-Employment-for-Registered-Teachers-in-Recognised-Primary-and-Post-Primary-Schools.pdf> [Ref Chapter 8 (Career Break Scheme) and Chapter 9 (Job Sharing Scheme)].

Review of Policy

This policy was ratified by the Board of Management of Loreto Secondary School, St Michael's, Navan on 14th November 2022

This policy will be subject to review in accordance with organisational needs and/or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.

Signed Liz Colgan
Chairperson

Maria Harney
Principal

Date 14th November 2022

14th November 2022



Loreto Secondary School St Michael's

APPLICATION FORM FOR JOB SHARE - TEACHERS

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			
Applicants Name		Contact Number	
Home Address			
Email Address (Personal)			
PPSN			
School Name	Loreto Secondary School, St Michael's		
Roll Number	64370T		

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. ⁵	Teachers Name: _____
	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 _____

⁵ 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). - Not Applicable to secondary school teachers

PART 2 – EMPLOYER DECISION Re. Job Share

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 of base school)

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.



Loreto Secondary School St Michael's

APPLICATION FORM FOR JOB SHARE - SNA

	1st Special Needs Assistant	2nd Special Needs Assistant (if applicable)
Name		
Home Address		
Contact Telephone Number		
Email Address		
PPSN		
Length of continuous service with current employer		
School Name and address	Loreto Secondary School, St Michael's Navan Co Meath C15YF83	Loreto Secondary School, St Michael's Navan Co Meath C15YF83
School Roll Number	64370T	64370T

Details of Proposed Job-Sharing Arrangement

1. Proposed start date of job-sharing arrangement: _____
2. Proposed duration of job-sharing: _____

Declaration by Special Needs Assistants

Please Tick ✓

I the undersigned:

☐ Wish to apply for job-sharing in accordance with the regulations as set out in Department Circular 0041/2014.

☐ I also declare that the information which I have given in this Application Form is true and accurate.

Signature of 1st Special Needs Assistant

Date

Signature of 2nd Special Needs Assistant (if applicable)

Date

To be completed by the Employer

Please Tick ✓

I the undersigned declare:

☐ that I have examined and approved this Job-Sharing Application.

☐ that the applicant(s) meet the eligibility criteria in Paragraph 5 of Department Circular 0041/2014 and the regulations and procedures set out in this circular have been adhered to.

☐ that I have informed the Special Needs Assistant(s) of the decision in writing.

Signature of Employer: _____

Address: Loreto Secondary School, St Michaels.

Navan

Co Meath

C15YF83

Date: _____