



## **Working hours under Job Share Agreement**

### **1. Allocated Teaching Hours**

Teachers are required to be timetabled for 11 hours per week, 10 hours 40 minutes of teaching time and 20 minutes of professional time.

### **2. Parent-Teacher Meetings**

Teachers are required to attend all parent-teacher meetings where they have students in that year group

Three parent teacher meeting are held under Circular M58/04

The remaining parent teacher meeting hours are allocated from hours under the Croke Park Agreement at 2.5 hours per meeting.

### **3. Staff Meetings**

3 hours of meeting time are held under circular M58/04 - attendance at these meetings is mandatory.

Croke park hours are allocated on a prorata basis - teachers partaking in the job share scheme are required to complete 16.5 hours in accordance with the Croke Park Agreement.

The number of hours allocated to meetings will be 16.5 less the number of hours allocated to parent teacher meetings.

Upon publication of the school calendar, teachers participating in the job share scheme are required to notify management of the meetings they will be attending via the form attached by the stated date.

### **4. Supervision and Substitution**

Job-sharing and part-time teachers complete supervision and substitution hours on a pro-rata basis; a teacher on an 11 hour contract will be required to do 21.5 hours of S&S per year.

The maximum time assigned to supervision and substitution is 1.5 hours per week (pro-rata). 1 hour to substitute (From an allocation of 2) and 30 minutes to supervision.

### **5. School Inservice Days**

Teachers are expected to be in attendance for the full duration of staff inservice days.



|      |  |
|------|--|
| Name |  |
|------|--|

Section 1 - Calculation of hours (to be completed in advance by management)

|                                                      |  |
|------------------------------------------------------|--|
| Total number of hours                                |  |
| Number of hours allocated to parent teacher meetings |  |
| Hours remaining                                      |  |

Section 2 - Allocation of Croke Park Hours

Please complete the following form and return it to senior management by XX/XX/20XX

| Date | Event                           | Hours      | Allocated under                        | Attendance                     |
|------|---------------------------------|------------|----------------------------------------|--------------------------------|
|      | Staff Planning Day              | 6          | Croke Park                             | <input type="checkbox"/>       |
|      | <b>September Staff Planning</b> | <b>2</b>   | <b>1 hr M58/04<br/>1 hr croke park</b> | <b>Mandatory</b>               |
|      | Open Night                      | 3          |                                        | <input type="checkbox"/>       |
|      | <b>6th Year PTM</b>             | <b>2.5</b> | <b>Croke Park</b>                      | <b>Mandatory if applicable</b> |
|      | <b>JCT Planning Day</b>         | <b>6</b>   | <b>059/2021</b>                        | <b>Mandatory</b>               |
|      | <b>3rd Year PTM</b>             | <b>2.5</b> | <b>Croke Park</b>                      | <b>Mandatory if applicable</b> |
|      | <b>October Staff Planning</b>   | <b>2</b>   | <b>1 hr M58/04<br/>1 hr croke park</b> | <b>Mandatory</b>               |
|      | October discretionary hours     | 2          | Croke park                             | <input type="checkbox"/>       |
|      | TY PTM                          | 2.5        | Croke Park                             | Mandatory if applicable        |
|      | November discretionary hours    | 2          | Croke park                             | <input type="checkbox"/>       |

|  |                             |            |                                        |                                |
|--|-----------------------------|------------|----------------------------------------|--------------------------------|
|  | December Staff Planning     | 2          |                                        | <input type="checkbox"/>       |
|  | January Staff Planning      | 2          |                                        | <input type="checkbox"/>       |
|  | January discretionary hours | 2          | Croke park                             | <input type="checkbox"/>       |
|  | <b>2nd Year PTM</b>         | <b>2.5</b> | <b>M58/04</b>                          | <b>Mandatory if applicable</b> |
|  | <b>5th Year PTM</b>         | <b>2.5</b> | <b>M58/04</b>                          | <b>Mandatory if applicable</b> |
|  | <b>March Staff Planning</b> | <b>2</b>   | <b>1 hr M58/04<br/>1 hr croke park</b> | <b>Mandatory</b>               |
|  | April discretionary hours   | 2          | Croke park                             | <input type="checkbox"/>       |
|  | <b>1st Year PTM</b>         | <b>2.5</b> | <b>M58/04</b>                          | <b>Mandatory if applicable</b> |
|  | May Staff Planning          | 2.5        |                                        | <input type="checkbox"/>       |
|  | May discretionary hours     | 2          | Croke park                             | <input type="checkbox"/>       |

|                        |  |
|------------------------|--|
| Total Number of Hours* |  |
|------------------------|--|