

**St. Cuan's College,  
Castleblakney  
Ballinasloe, Co. Galway.**



**Job Sharing Policy**

**Ratified & Adopted by St. Cuan's College Board of Management: \_\_\_\_\_.**

Signed: \_\_\_\_\_  
Justin Harkin  
Chairperson

Signed: \_\_\_\_\_  
Collette Kennedy Walsh  
Principal

**MISSION STATEMENT**

St. Cuan's College is a Catholic Diocesan Co-Educational College.

St. Cuan's College is dedicated to the academic, social, cultural and spiritual growth of its students. In this pursuit, we are devoted to achieving the highest attainable level of education and promoting the development of young men and women of strong moral character consistent with the school's Christian tradition.

We endeavour to create a stimulating, respectful and supportive environment for staff, students and families in which all are valued and encouraged to develop and share their unique talents. St. Cuan's College promotes further education beyond Leaving Certificate, inviting the local community to join us in our pursuit of personal development - mind, body and spirit.

## Policy Rationale

This policy sets out the process of applying for Job Sharing and the operation of the scheme for St Cuan's College. The Board of Management of St Cuan's College formally adopts the terms of Circular 0075/2015 Job Sharing for Registered Teachers in Post Primary Schools.

## Basis of the scheme

This policy pertains to all wholetime teachers working in St Cuan's College who wish to share a wholetime post (22 hours) on a 50:50 basis or reduce their hours by 50%. This amounts to 11 teaching hours per week.

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, in this case the Board of Management and c) holds a post for the following school year greater than 50% of a wholetime teacher. (i.e. 11 hours per week)

Job sharing is not available to the following: Principal, Deputy Principal and teachers on secondment.

## Operation of the scheme

There are two options for a job sharing arrangement: a) Sharing a wholetime post: Two wholetime teachers in the same school apply to job share or 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.

Duration of job sharing shall be for not less than one school year.

A teacher who wishes to extend his/her job sharing arrangement must apply to St Cuan's College Board of Management (hereafter referred to as 'the Board') for this extension on an annual basis.

The decision of the Board to approve job sharing applications will take into consideration the best interests of students. **The welfare and educational needs of the pupils shall take precedence over all other considerations.**

It is a matter for the Board to decide the time-sharing arrangements. **Job sharing teachers/s may require time-tabling over 5 days per week.** Subject to the exercise by the Board of its responsibility in this regard, timetable arrangements for Job Sharing teachers will be designed within the spirit of the scheme to facilitate the teacher so far as is practicable and adequate to the needs of the school.

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.

Taking account of the extent of arrangements to be put in place by the Board to cater for a job sharing post, the applicant will not be permitted to withdraw his/her application after 14th April, or from once

the replacement teacher's contract has been signed, whichever happens first. This will be included in the notice from the school to the teacher.

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.

The Board must list the names of all teachers availing of job sharing arrangements on the annual change of staff form.

The job sharing application must be retained in the school.

### **Application procedures**

A teacher seeking to job share must submit the prescribed application form JS1, attached, to the Board of Management not later than the 1<sup>st</sup> February prior to the school year in which he/she proposes to commence or continue job sharing.

The Board of Management alone can approve applications and its decision is final and notification shall be in writing signed by the chairperson of the Board and Secretary/Principal.

### **Duties**

The school management team shall ensure that appropriate communication processes are in place between teachers sharing a post in order for them to fulfill the responsibilities of the post.

A job sharing teacher must be available for relevant staff and parent meetings. This includes school planning days, subject planning, SLAR meetings, professional development and in-services. Appropriate professional communication involved in the business of teaching and learning within the subject, and whole school practices, will be arranged between the job-sharing teacher and school management.

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

### **Posts of responsibility:**

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. b) 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, he/she shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of fulltime duties. c) The acting post

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

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

The Board, 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.

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

**Redeployment:**

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

**Termination/Resumption of Duties**

The Board, as employer, reserves the right to terminate, at any time, a job sharing arrangement if it fails, or ceases to operate in, the best interest of the school.

The Board must ensure that teachers participating in the job-sharing scheme are aware that the job sharing arrangement may be terminated at any time if it fails, or ceases to operate in, the best interest of the school.

This policy will be reviewed by the Board of Management, periodically, at the end of school term.