



St. Louis High School



Job-Sharing Policy for teachers

February 2024

***St Louis High School is a dynamic community of learning
where we aspire to foster a happy and inclusive environment.
We nurture creativity, embrace diversity and cherish our values
while building on our rich traditions
in an atmosphere of respect, gratitude, and generosity.
As active global citizens we share in the journey
towards a deeper understanding of and engagement in our complex, ever-changing and
inter-dependent world.***

The Board recognises the benefits of the job-sharing scheme both to participating teachers and the school community. In accordance with DES Circular Letter 0054/2019, the welfare and educational needs of the pupils must take precedence over all other considerations and **must be in accordance with the rules of Circular 0054/2019.**

This policy shall have due regard to the capacity of the school to meet its obligations to its pupils and may therefore apply a limit to the number of teaching staff that may avail of non-statutory leave schemes at any one time. Employers must consider applications in the context of other statutory and non-statutory leave and must also take into account the availability of an appropriately qualified replacement teacher.

1. A teacher seeking to Job Share **must submit, on an annual basis**, the completed **Application Form at Appendix A**, to his/her employer not later than 1st February prior to the school year in which he/she proposes to commence or (in the case of a teacher wishing to extend an existing arrangement) continue Job Sharing.
2. The minimum period for a Job-Sharing arrangement is one school year. Each job-sharing agreement must be approved annually by the employer, i.e. SLHS Board of Management.
3. The number of teachers participating in the job-sharing scheme in any one year shall not exceed that which is deemed reasonable by the Board of Management in

consultation with the principal. Every effort will be made to facilitate those who wish to job-share. However, should the Board of Management be unable to grant all job-sharing applications, the criteria for selection shall be in the following order:

- Overall curricular considerations
 - Number of applications from the same or overlapping subject areas
 - Rotation
 - Length of service
4. While having the educational needs of the students as priority in timetabling, due regard shall be shown for the welfare of all teachers including the job-sharer. The timetable arrangements for the job-sharing teacher shall be designed within the spirit of the scheme to facilitate the teacher in so far as is practicable (DES Circular 18/98 par 4.4). **Nevertheless, consideration must be given to the impact of this on the overall curricular needs of the school and on their teaching colleagues.**
 5. 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 wholetime teacher. This amounts to 11 hours per week teaching in the case of a Post-Primary teacher. If teaching Junior Cycle, this would include 20 minutes of professional time leading to 10 hours and 40 mins teaching time. If not teaching any Junior Cycle, then this would amount to 11 hours per week teaching time.
 6. 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 wholetime teacher in the same school.
Option 2: Reduction of wholetime teaching hours to 50%
Reduction of wholetime teaching hours to 50% with a teacher 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.
 7. A Job-Sharing teacher **must be available for relevant staff and parent meetings** in accordance with school policy and agreements. (DES Circular 0054/2019 9.3).
 8. Participation in the Supervision and Substitution scheme on a pro-rata basis will be compulsory for all job-sharing teachers, save for those who have availed of the opt-out arrangement. (DES Circular 0006/2014)(Haddington Road agreement)
 9. (a)An Assistant Principal I or Assistant Principal II may retain his/her Leadership and Management post allowance while Job Sharing **provided the employer decides that the duties of the post can be performed in full.**

(b)The Programme Coordinator post may be retained while Job Sharing **provided the employer decides that the duties of the post can be performed in full.**

(c) Where an employer decides that it is not possible for the Job-Sharing teacher to perform the full duties of the Assistant Principal I or II post or the Programme Co-

ordinator post, he/she shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of full-time duties.

(d) The acting post holder will not establish personal entitlement to the allowance and will therefore relinquish same when the Job Sharer resumes full-time duties. Where a post holder has carried out the role for a period in excess of 5 consecutive school years, refer to the relevant Department publications in relation to Recruitment/Promotion and Leadership.

10. Each application shall be examined by the employer, SLHS Board of Management, in light of this policy. A late application will only be considered in exceptional circumstances.

The Board of Management reserves the right to review or amend this policy in consultation with the staff and in accordance with the needs of the school.

This policy has been drawn up in conjunction with the agreed **DES Circular 0054/2019**.
(LEAVE SCHEMES FOR REGISTERED TEACHERS EMPLOYED IN RECOGNISED PRIMARY AND POST PRIMARY SCHOOLS)

DES Circular 0043/2014 (HR)

Circular 0025/2011 (CP)

Circular M58/04

This policy was adopted by the Board of Management on 8th February 2024

Signed: Patricia Bourden Signed: Ciona McDonough

(Chairperson of Board of Management)

(Principal)

Date:08-02-2024

Date:08-02-2024

Date of next review: 2027