



ROSEMONT  
SCHOOL

## **Rosemont School** **Policy on Job Share**

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**. The purpose of the Job Sharing Scheme is to assist teachers in combining work commitments and personal responsibilities/choices. This policy only applies to department paid teachers.

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. Rosemont Board of Management.
3. The number of teachers allowed to participate in the job-sharing scheme in any one year shall not normally **exceed three**. 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:
  - a. The welfare and educational needs of the pupils will take precedence over all other considerations (DES)  
This may include:
    - i. Continuity of teaching staff
    - ii. Subject and Programme planning and provision
    - iii. Department of Education teacher allocation
  - b. The number of Teachers on Career Break /Secondment/Job Sharing during the year in question

c. The particular needs of teaching posts may determine what patterns of job-sharing are possible.

d. A key determining criteria will be whether the DES will allow the employment of a substitute for the teacher applying for job-sharing. (Schools over quota will not be granted a substitute teacher by the DES.)

e. Availability of suitable substitutes

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 optout 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 Coordinator 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, Rosemont 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

Signed: 

(Chairperson of Board of Management)

Date: 21-10-2024

Date of next review: 2026

Signed: 

(Principal)

Date: 21-10-2024

## Teachers Application for Job-Sharing Scheme 2024-2025

|  |  |
|--|--|
| <b>Name:</b>   |  |
| <b>School:</b>   |  |
| <b>Teaching Council Registration No:</b>   |  |
| <b>Subjects registered to teach:</b>   |  |
| <b>Subjects currently teaching:</b>  |  |
| <b>Reason for job-share request:</b><br><b>Additional sheet may be attached if required.</b> |  |
| <b>Are you currently job-sharing?</b>  |  |
| <b>If yes, how many years?</b>   |  |
| <b>Do you hold a post of responsibility?</b>   |  |
| <b>Post level:</b>   |  |
| <b>Details of current duties:</b>  |  |

**Declaration**

I declare that I have read and agree to abide by the regulations and procedures set out in Circular Letter 0054 / 2019,

“Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools” and that the information which I have given in this application to be true and accurate.

**Signed (Staff Member):** \_\_\_\_\_ **Date:** \_\_\_\_\_