

Job-Sharing Policy

September 2021

Introductory statement

This policy was devised and formulated by teachers and the Board of Management of Phoenix Park Specialist School in accordance with the Rules and Regulations of the Department of Education and Circular 54/2019. This policy is specific to the needs of Phoenix Park Specialist School and in framing this policy the welfare and educational needs of the pupils take precedence over all other considerations.

Ethos

The Phoenix Park Specialist School provides for children with severe emotional and/or behavioural difficulties (Severe EBD) who have the potential to return to mainstream school.

The school aims to provide a quality learning environment that maximises educational opportunities for children. We aspire to develop high standards of behaviour in a caring, nurturing, and safe environment where all pupils are provided with experiences that make them feel valued and respected. We believe in nurturing emotional literacy in our school community and in helping children to recognise, understand, cope with and appropriately express emotions.

Aims of this policy

- To ensure compliance with relevant circulars relating to the implementation of the job share scheme for primary schools.
- To ensure that the educational progress of pupils is not compromised by the job-share arrangement.
- To ensure the continued, effective, and smooth operation of the school where a job-sharing arrangement exists.
- To ensure that all staff members are aware of the policy, procedures, and structures in place in relation to job-sharing in Phoenix Park Specialist School.
- To clarify issues in relation to the job-share scheme for teachers.

Eligibility

All teachers registered with the Teaching Council under Route 1 - Primary or Route 4 - Other, with at least two years of service in a permanent capacity are eligible to apply to Job Share with the exclusion of the Principal. PPSS will facilitate Inter-School Job Sharing arrangements.

Intending applicants should be fully aware of the commitments required in a job-sharing arrangement and the general conditions of service for those who participate in a job-sharing scheme.

Conditions

Job-sharing is not a statutory entitlement; the decision will be made by the Board of Management.

A job-sharing teacher must be available for relevant staff and parent teacher meetings in accordance with school policy and agreements. The obligation to complete additional hours under the existing Public Service Agreement is pro-rata for teachers who are job-sharing.

Application Process

All persons applying for Job-Sharing are expected to familiarise themselves with the details of the Job-Sharing scheme as outlined in circular 0054/2019.

An application form and cover letter must be submitted to the Principal and Chairperson of the Board of Management. The application form is an appendix to the DES Circular 0054/2019.

A draft/proposed plan must be submitted to the Principal, and this should outline ways in which the job-share partners will collaborate with one another in partnership to cater for the needs of the children and to fulfil their roles as members of staff.

The following points outline additional factors influencing any job-sharing arrangement from September 2021:

1. The complex emotional, behavioural, educational and welfare needs of the pupils of Phoenix Park Specialist School take precedence over all other considerations.
2. In any one school year, only one teacher post and one SNA post will be considered for job sharing (one post being shared).
3. Each job-sharing arrangement is granted for one year.

4. Dates for application to job-share and issue of notice of approval or refusal will be as per circular 0054/2019 or the most recent circular.
5. In case of oversubscription for job-sharing, the following scoring system will be used:
 - a) Each applicant will be credited with one point for each permanent year of service
 - b) One point will be deducted for each year job-sharing / on a career break
 - c) Applicants with the highest number of points have their request to job-share granted.
 - d) In the event of a tie, the offer will be decided on seniority.
6. The two staff members will work each Thursday, Friday, Monday, Tuesday, Wednesday, or split week on, week off depending on the needs of the pupils.
7. Job-sharing staff communicate formally to inform their sharing partner of any relevant information about the class on day of hand-over. A shared file recording this communication shall be maintained by the sharing staff, shared also with class teacher and available to the Principal.
8. The job-sharing teachers must complete plans in line with PPSS planning arrangements. All plans must be submitted to the Principal's Office, and a copy of all plans must be kept in a planning folder in the teacher's classroom.
9. Benefit of public holiday entitlements will be balanced on agreed dates.
10. A timetable outlining working arrangements to be submitted to the Principal before the start of academic year. This shall record balanced public holidays. Days may be swapped to facilitate balancing of public holidays only.
11. To ensure pupils are afforded the same level of expertise from all staff, both job-sharing staff are to attend all planned staff training e.g. First Aid, MAPA, Trauma Informed Education / at least one staff meeting per term. Croke Park hours to be completed on week that job-sharing staff are in attendance at work and both parties must attend parent-teacher meetings.
12. Where a Deputy Principal is approved for job-sharing, he/she must relinquish his/her post of responsibility for the duration of the job share arrangement.

Extra Professional Vacation (EPV) days

Job-sharing teachers can avail of two EPV days each. These days need to be agreed with the Principal in advance.

Termination of the Job-Share Arrangement

Teachers participating in the job-sharing scheme will be made aware that the arrangement may be terminated by school management at any time if the arrangement is not operating in the best interests of the pupils or the smooth running of the school.

It is the responsibility of the employer to ensure that the Payroll Section of the Department is informed in advance of the date of termination of the job-sharing arrangement of the teacher and the date of termination of the employment of the replacement teacher to avoid any overpayment of salary.

Resignation while Job-Sharing

A job-sharing teacher who wishes to resign from his/her teaching post during the year must give notice in writing in accordance with the teacher's terms of employment.

Date Created	September 2021
Date Ratified	December 2021
Date for Review	September 2023

Chairperson's Signature:



Date: 15.12.21

Principal's Signature:



Date: 15.12.21