

Policy on Job-sharing

Reviewed and amended by the Board of Management on February 10th 2011

Policy Statement

The Patrician Academy is committed to equality of opportunity for all its staff regardless of the number of hours worked. In order to facilitate this, the Board of Management may create working arrangements whereby it can retain the valuable skills of existing employees who wish to work fewer hours and enable staff to retain career development opportunities while working fewer hours.

The welfare and educational needs of the students and the needs of the school will take precedence over all other considerations when considering applications for job-sharing.

Scope

This policy:

- Sets out the Job-sharing policy for all staff.
- Complies with Circular 18/98 of the Department of Education and Skills

Job-sharing Arrangements

General

- An employee must participate in the scheme for a minimum period of twelve months from the beginning of the school year.
- Each job-sharing arrangement must be approved annually by the Board of management and sanctioned by the Department of Education and Skills.
- Applications for job-sharing by new or existing job-sharing employees should be made to the Board of Management by March 1st. of the proceeding school year.
- A staff member on career break or other approved leave of absence may apply to job share on resumption of duties.
- A staff member whose application to job-share has been approved may not normally withdraw from the scheme after the 17th of June of the preceding school year.
- In the interests of equity and fairness vis-à-vis colleagues no staff member may expect to job- share indefinitely. To facilitate the curricular and administrative needs of the school, the availability of a suitable partner for the scheme is essential.

Teachers

- The number of teachers allowed to participate in the job-sharing scheme in any one year shall not exceed 10% of the permanent teaching staff.
- Timetable arrangements will aim to facilitate the teacher in so far as is practicable.

- The particular needs of the teaching post will determine what patterns of job-sharing are possible.
- Every effort will be made to notify job-sharing teachers in advance of their timetabled hours and the pattern of job-sharing.
- The Board of Management shall determine the particular attendance regime to apply to each shared post. After due consultation with the Principal who shall consider the legitimate needs of all members of the school community, timetables should be accepted in a spirit of co-operation.
- A job-sharing teacher must be available for parent-teacher meetings, staff meetings etc. in accordance with school policy and agreements.
- An Assistant Principal or Special Duties Teacher can retain his/her Post of Responsibility allowance provided that the Board of Management decides that the duties of the Post can be performed in full by the person.

Secretaries and Caretakers

- The particular needs of the school will determine what patterns of job-sharing are possible.

Implementation of Policy

Each application shall be considered by the Board of Management in the light of this policy.

Monitoring

The principal will monitor the operation of the Job-sharing Scheme.

Review

The Board of Management will review the Job-sharing Scheme on an annual basis. Staff will be notified of amendments by February 1st.