JOB SHARING POLICY (B.O.M.)

1. Introduction

- 1.1. Managerial Authorities in schools are required to develop a policy on job-sharing specific to the needs of their school, and to ensure that staff is aware of that policy. In line with the requirements of CL 18/98, each Job-share arrangement must be assessed and approved annually. The Board will give precedence to the "welfare and educational needs of the pupils.....over all other considerations....The Managerial Authorities should consider other factors such as the number of approvals in any school year and the arrangements available for the teaching of classes".
- 1.2. All permanent teachers and those on Contracts of Indefinite Duration have the right to apply for Job-sharing. Each approval is for one year only, and should not carry with it any expectation of tenure. Teachers may apply subsequently for prolongation of their Job-sharing arrangement for further single year periods.
- 1.3. The Board is mindful of the value of this scheme to teachers in particular circumstances and of the encouragement by the DES for Boards to consider applications favourably. Within the policy, it will make every effort to reach an equitable and satisfactory accommodation with each applicant. Hopefully those not successful one year may be given special consideration the following year.
- 1.4. Two models of such arrangements are suggested by the Department:
 - a. in which two permanent whole-time teachers in the school agree to share one post on a 50:50 basis
 - b. in which a permanent whole-time teacher without a specific job-sharing partner is scheduled to teach eleven hours each week
- 1.5. In Newpark the latter model has been the norm.
- 1.6. The Board of Management has set up a sub-committee to consider applications for job-sharing and other forms of special leave. This subcommittee reports and makes recommendations to the Board of Management. The Department regulations are the major guideline to the sub-committee, and the following criteria also have an important bearing on the final outcome.
 - a. What is the impact on the needs of the school and its pupils of Job-sharing arrangements?
 - b. Is there a maximum number of Job-sharing and other forms of special leave which if exceeded, would impact negatively on the school teaching schedule by excessive fragmentation, or loss of senior teaching experience, or in other ways?
 - c. Is the scheme fairly available to all eligible members of staff?
 - d. Are there teaching areas where Job-sharing will cause particular staffing problems, and if so can staff in such areas be reasonably refused the opportunity of job-sharing?



- 1.7. In recent years it has been felt that no more than six job-sharing arrangements could be accommodated at one time, without negatively affecting the school programme, but there is no inflexible determination of a maximum figure. The number might be varied from year to year, depending on the number of applications and the specific requirements.
- 1.8. The Board has determined to consider each individual application on the basis of the following criteria:
 - a. The impact of the job-share on the welfare and educational needs of the students.
 - b. The case made by the individual applicant
 - c. The availability of suitably qualified teachers to job-share.
- 1.9. In implementing these criteria the points may be noted:
 - a. The granting of some job shares may cause specific staffing problems which could be difficult to overcome. The Board feels that it would be unfair on staff in those circumstances to deprive them of their opportunity to take advantage of the scheme just because it would cause some additional administrative problems to be resolved.
 - b. The Board has looked at the possibility of matching applications to satisfy the requirements for the first model of job sharing described above, but has found it difficult to produce the exact matches that this would require.
 - c. The Board supports the model of favouring newer applications, recognising that those who have enjoyed the benefits of the scheme for a number of year should, in fairness, be prepared to make way for colleagues, who had benefited less to date or not at all.
- 1.10. The Board is concerned that there is a high risk of "casualising" the staffing of the school with
 - a. A high proportion of temporary and/or part-time staff
 - b. The loss of continuity and professional experience in teaching
 - c. Difficulties in finding suitably experienced and qualified substitutes/job-sharers in some key subject areas
 - d. The increase of time-tabling difficulties to an unacceptable level.
- 1.11. The Board considers that applications for job share must be considered also in the light of other relevant absences such as Career Break, Study Leave and other Special Leave entitlements especially in terms of turnover and recruitment of staff.
- 1.12. The Board will continue to monitor the scheme on a year by year basis, reviewing its impact on the school and assessing the level at which it can be effectively maintained. It is particularly concerned that participants should be aware that the scheme operates on a year-to-year basis and that it is not designed as a permanent feature of an individual's teaching career.
- 1.13. This revised policy was adopted by the Board of Management of Newpark Comprehensive School at its meeting of January 2009.

1.14. Signed: Micheal Johnston Chairperson

1.15. Signed: Derek Lowry Secretary, Board of Management

