



Newpark Comprehensive School

Scoil Chuimsitheach Na Páirce Nua

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?



