

Job Sharing Policy

1. Cf DOES Guidelines circular 18/98
2. The welfare and educational needs of the students shall take precedence over all considerations.
3. Any permanent member of staff who wishes to be considered for the job-sharing scheme must make an application to the School Manager on/before 1st March of the school year preceding that to which the application refers.
4. A job-sharing arrangement shall be entered into for one year. A job-sharer who wishes to be considered for an extension of another year should make an application to the School Manager on/before 1st March of the year preceding that to which the extension refers.
5. 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. The School Manager shall carefully consider how the granting of a request might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum
6. A job-sharing agreement shall not exceed one year and may be extended at the discretion of the School Manager. In the interest of equity and fairness vis a vis colleagues who may wish to avail of the scheme, no one jobsharer may expect to job-share indefinitely. To facilitate the curricular needs of the school the availability of a suitable partner for the scheme is essential.
7. While having as priority in timetabling, the educational needs of the students, due regard shall be shown for the welfare of all teachers including the job-sharer. 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.
8. Each application shall be examined by the School Manager in the light of this policy.
9. The School Manager reserves the right to review or amend this policy in accordance with the needs of the school. Amendments shall be made known to staff.