

# **St Michael's House Special School Foxfield**



## **Job Sharing Policy**

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A permanent staff member – teacher or special needs assistant – at Foxfield Special School may apply to work on a job sharing basis under the conditions set out in DES Circular 0041/2014 (SNA) and 10, 11, 12 or 5/03 (teacher). The principal teacher, home school liaison teachers and teachers on probation are excluded from job sharing.

Written applications for job share must be with the Board of Management not later than the 1<sup>st</sup> March of the year in which the job share will commence.

It is a matter for staff seeing a job share to find colleagues with whom they may wish to enter into a job sharing arrangement. The Principal/Deputy Principal will determine how the job share schedule is divided out.

The welfare and educational needs of the pupils at Foxfield will take precedence over all other considerations on the BOM decision to grant or refuse a job share.

The maximum number of staff job sharing in any school year shall not exceed two teachers (one job share) and four special needs assistants (two job shares). Exceptions to this may be considered by the BOM where specific personal/family circumstances prevail.

Where the number of applications for any form of long term leave (career break, job-sharing, secondment etc.) exceed the agreed quota the applications will be considered on their merit by the principal, the chairperson of the BOM and another member of the BOM (not the teacher representative). In the event of this happening the selection criteria and process will be agreed by all involved.

### **Conditions for Job Share for Teacher at Foxfield Special School**

1. Both teachers will present, along with the principal, an information session explaining the strategy employed to manage, teach and assess the class through a job-sharing scheme.
2. In consultation with the principal both teachers will prepare together a full year's each week/fortnightly scheme for the class. At the end of each week/fortnight both teachers will complete a detailed report (Cúntas Seachtaine/Cóicíse) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
3. Copies of the long-term plans, short-term plans and reports will be presented to the Principal/Deputy Principal at appropriate times.

4. Together both teachers will prepare an agreed weekly and daily timetable.
5. As a general principle both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events will continue to happen.
6. The two teachers will work on the basis of a week on –week off or a split week.
7. Both teachers will meet for a sufficient period of time after school at the end of each "teaching shift" to discuss and prepare the necessary handover.
8. Both teachers will be present for any scheduled parent/teacher meetings.
9. Both teachers will attend staff meetings.
10. End of year reports will be jointly filled out by both teachers for each child.
11. Each Job-sharing arrangement will be reviewed at the end of each school year.

Please also find attached Chapter 9 – Job Sharing Scheme of a DES publication July 2017. This supersedes any previous circulars on job sharing.

### **Ratification and Review**

This policy has been approved by the Patron Body and was ratified by the Board of Management on ..... The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed: .....

Chairperson, BOM.