



St Mary's NS

Job Sharing Policy

June 2024

A member of the permanent staff may apply to the B.O.M. to work on a job sharing basis under the conditions set out under Circular 12/98 and 32/97

The following points outline additional factors influencing any job sharing arrangement:

1. As a guiding principle, the welfare and educational needs of the children will be the underpinning factor in all issues around job sharing. Teachers applying for sharing arrangement will be interviewed together to assess the viability of their proposed arrangement.
2. Job sharing will not be practiced in Rang 6, Junior Infants, HSCL or an ASD Class.
3. Both teachers (if class teachers) will present an information session to parents to explain the strategy employed to manage, teach, and assess the class during a job sharing scheme.
4. Following ratification by the B.O.M. and in consultation with the principal both teachers will prepare together a full year's plan as well as a weekly/fortnightly scheme for the class. At the end of each time period both teachers will complete a detailed report of the curriculum taught and the progress made by the children (cuntas míosúil).
5. Copies of these long and short term plans will be presented to the principal at the appropriate time.
6. Both teachers together will prepare an agreed weekly and daily timetable.
7. In general both teachers will be expected to have flexibility if needed in relation to absences, holidays and ensuring the class participation in school events as normal.
8. Both teachers will work on a week on/week off or a split week.
9. Both will consult with each other for sufficient time after school at the end of each teaching week/handover to discuss and prepare the necessary documentation.
10. End of year school reports will be filled out by teacher following consultation with partner/may be done jointly.
11. Both teachers will be present for any scheduled parent/teacher meeting.

