

St. Augustine's College, Abbeyside, Dungarvan



Job Sharing Policy

Mission Statement.

St. Augustine's College is a caring community, committed to offering all of its students and staff a happy and safe environment in which they can work, learn, pray and play. We endeavour to facilitate the academic, personal, moral, spiritual and social development of each member of our school community. Our aim is to provide a balanced and well-rounded education for all our students.

1. Job Sharing Scheme

- 1.1 The purpose of the Job Sharing Scheme is to assist teachers in combining work commitments and personal responsibilities/choices.
- 1.2 For the purposes of this Policy;
 - a) A Job Sharing teacher means a teacher who:-
 - i) is sharing a whole-time post on a 50:50 basis or
 - ii) has applied to reduce their hours to 50% of a wholetime post.
 - b) A wholetime teacher means a teacher who is contracted for 22 hours teaching per week in a Post Primary School.

2. Eligibility

- 2.1 A teacher may apply for a Job Sharing arrangement where he/she:-
 - a) will have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with the current employer. This requirement is waived where a teacher is compulsorily redeployed into a school or where a school is amalgamated, provided that he/she has worked at least one full year in his/her former school prior to redeployment/ amalgamation.
 - b) holds a post for the following school year which is equivalent to or over 50% of a whole-time teacher (i.e., 11 hours per week teaching in the case of a post-primary teacher).

Job Sharing is not available to the following:

Principal, Deputy Principal, Home School Liaison Coordinator, teacher on secondment.

- 2.2 A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a job-sharing basis.

3. Duration of Job Sharing Arrangement

- 3.1 The minimum period for a Job Sharing arrangement is one school year.
- 3.2 In exceptional circumstances, an employer may authorise a Job Sharing arrangement to commence during the course of the school year and to terminate no earlier than the end of the same school year, i.e., 31st August.

4. Job Sharing Options

4.1 A teacher may make an application to share a wholetime post on a 50:50 basis or may apply to reduce their hours to 50% of a wholetime teacher. This amounts to 11 hours per week of teaching.

4.2 There are two options for a Job Sharing arrangement:

Option 1: Share a wholetime post on a 50:50 basis:

- Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school.

Option 2: Reduction of wholetime teaching hours to 50%

- Reduction of wholetime teaching hours to 50% with a teacher recruited by the employer for the balance of the available hours on a (fixed term) contract which will terminate at the end of the school year.

5. Operation of the Scheme

- 5.1 It is a matter for the Board of Management to decide the Job-Sharing arrangement(s) which it is prepared to endorse, e.g., five mornings/three days, etc. Subject to the Board of Management's responsibility in this regard, timetable arrangements for Job Sharing teachers should be designed within the spirit of the scheme to facilitate the teacher, so far as is practicable.
- 5.2 In exceptional circumstances, the Board of Management may permit a Job Sharing teacher to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond 1st November.

6. Application Procedures

- 6.1 A teacher seeking to Job Share must submit, on an annual basis, the completed Application Form at Appendix A, to the Secretary of the Board of Management, with a cover letter outlining reasons for application, not later than 1st February prior to the school year in which he/she proposes to commence or (in the case of a teacher wishing to extend an existing arrangement) continue Job Sharing. A teacher who wishes to return to full-time hours must also inform the Board of Management by letter not later than 1st February prior to the school year in which he/she wishes to return.
- 6.2 Each Job Sharing application must be considered on its own merits by the Board of Management within the context of the school's policy on teacher absences.

- 6.3 The Board of Management must issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teacher no later than 1st March. The decision of the Board of Management is final (based on reasons, e.g., unable to fill the position/ recruit a suitable candidate). The Board may grant the Job Sharing application pending the successful recruitment of a suitable replacement qualified teacher. In the event of an unsuccessful replacement teacher, the original decision may be withdrawn.
- 6.4 Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a Job Sharing post, the teacher should not be permitted to withdraw his/her application after 14th April, or from once the replacement teacher's contract has been signed, whichever happens first.

7. Notification and Recording of Leave

- 7.1 The Board of Management/Principal must list the names of all teachers availing of Job Sharing arrangements on the annual Change of Staff form.

8. Pay Arrangements

- 8.1 A Job Sharing teacher will receive, where applicable, remuneration equal to 50% of a full-time post, inclusive of qualification allowances (i.e., Higher Diploma, Primary, Master's and Doctorate Degree, Ard Teastas Gaeilge). Please refer to relevant Department publications for more information regarding retention of specific job role allowances.

9. Status while Job Sharing.

- 9.1 Each year of Job Sharing service given will be reckoned as one year of service for promotion and incremental purposes.
- 9.2 Employers shall ensure that appropriate communication processes are in place between teachers sharing a post for them to fulfil the responsibilities of the post. In cases where the post is unpaired, the teacher must consult with the relevant subject departments.
- 9.3 A Job Sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements.
- 9.4 The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job-sharing.
- 9.5 On return to full-time employment, the curriculum allocation of the teacher will be the decision of management.

10. Replacement Teacher

- 10.1 The position of a replacement teacher must be filled in accordance with current rules for teacher recruitment. He/she shall be offered a fixed-term contract.
- 10.2 Such a contract must include a condition that the contract will terminate if the Job Sharing teacher resigns, retires or returns to full-time employment (provided this return to full-time hours takes place prior to 1st November and can be accommodated as outlined at paragraph 5.5).
- 10.3 The replacement teacher may apply for any available hours, including substitution in any school, up to the maximum of a whole-time post.

11. Employment while Job Sharing

- 11.1 A Job Sharing teacher may not
 - a) engage in any substitute teaching
 - b) act as a special needs assistant in the school in which he/she is employed or any other school
 - c) engage in paid employment without the consent of the employer. The employer will not approve outside employment where a conflict with the teacher's current role exists.

12. Leadership and Management Posts

- 12.1 The entitlement to fill a Leadership and Management Post and/or appointment to and payment in respect of Acting Leadership and Management Posts will be in accordance with relevant Department publications and/or other regulations.
- 12.2 The Board of Management should keep the operation of Leadership and Management posts held by Job Sharing teachers under review to ensure responsibilities are adequately discharged.
- 12.4
 - a) An Assistant Principal I or Assistant Principal II may retain his/her Leadership and Management post allowance while Job Sharing, provided the employer decides that the duties of the post can be performed in full.
 - b) Where the Board of Management decides that it is not possible for the Job Sharing teacher to perform the full duties of the Assistant Principal I or II post, he/she shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of full-time duties.

c) The acting post holder will not establish personal entitlement to the allowance and will therefore relinquish the same when the Job Sharer resumes full-time duties. Where a post holder has carried out the role for a period in excess of 5 consecutive school years, refer to the relevant Department publications in relation to Recruitment/Promotion and Leadership.

- 12.5 Where there is a change in the job-sharing arrangement, i.e., the teacher is carrying out full duties or has returned to his/her original teaching post, the employer is reminded to notify the Paymaster.

13. Maternity Leave/Adoptive Leave

- 13.1 A full-time teacher on Maternity/Adoptive Leave, opting to Job Share in the next school year, will be paid at the full-time rate of pay up until the beginning of the next school year, at which point the teacher will be paid the Job Sharing rate of pay for the remainder of the leave.
- 13.2 A Job Sharing teacher on Maternity/Adoptive Leave, opting to return to full-time duties in the next school year, will be paid at the Job Sharing rate of pay up until the beginning of the next school year, at which point the teacher will be paid the full-time rate of pay for the remainder of the leave.

14. Resignation while Job Sharing

- 14.1 A teacher engaged in a job-sharing arrangement who wishes to resign from his/her teaching post must notify the employer in writing in accordance with the teacher's terms and conditions of employment.

15. PRSI Arrangements

- 15.1 Teachers who propose to enter into a Job Sharing arrangement should clarify (by contacting the DEASP if necessary) whether the proposed pattern of Job Sharing will have any implications for their PRSI contributions/credit record.

16. Pension

- 16.1 In accordance with Department publications and/or other regulations, a Job Sharing teacher is eligible for superannuation benefits on the same basis as full-time staff. However, each year of service given in a job-sharing capacity will be reckoned as 6 months full-time service for superannuation purposes.
- 16.2 It may be open to a Job Sharing teacher to purchase notional service for superannuation purposes. Further information in relation to the purchase of notional service and other pension-related matters is available on the Department's website, Retirement-Pensions, or by contacting the relevant ETB. Any queries

regarding the purchase of notional service should be submitted by email to pensions@education.gov.ie or the relevant ETB.

17. In Service/School Planning Days

- 17.1 A Job Sharing teacher who is required to attend courses/school planning days on days he/she is not rostered shall be granted leave in lieu for such days. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours commitment under the current Public Service Agreements.
- 17.2 Where leave in lieu is granted, confirmation of attendance at the course/school planning day should be submitted in writing to the Board of Management/Principals, who must notify the Department/ETB via the OLCS/relevant ETB system. Substitution for such days is not paid by the Department/ETB.

18. Redeployment

- 18.1 Job-sharing teachers will be subject to the same conditions of redeployment as full-time teachers.

19. Termination of Job Sharing arrangement

- 19.1 The Board of Management must ensure that teachers participating in the Job Sharing Scheme are aware that the arrangement may be terminated at any time if it is not operating in the best interests of the pupils.
- 19.2 It is the responsibility of the Board of Management to ensure that the Paymaster is informed in advance of the termination date of the relevant teacher's Job Sharing arrangement and the termination date of the replacement teacher's employment in order to avoid any overpayments of salary.

Signed: 

(Chairperson of the BOM)

Date: 17/9/26

Signed:

(Principal)



Date:

17/9/26.

Reviewed 2025

To Be reviewed 2027

Appendix A - Application Form for Job Sharing

The Application Form should be fully completed annually and submitted to the employer not later than 1st February. A separate Application Form must be completed by each Job Sharing applicant.

PART 1A – TEACHER APPLICATION

Teacher's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer enable your Job sharing application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 1B - DETAILS OF JOB SHARING APPLICATION

Proposed start date of Job Sharing Arrangement: _____

Please indicate in the table below your proposed Job Sharing Options. Tick relevant box
Job Sharing Options Details

Option 1: Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school. Teacher's name: _____

Option 2: Reduction of wholetime teaching hours to 50% with a teacher recruited by my employer for the balance of available hours.

Declaration

I wish to apply for Job Sharing in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled 'Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools'.

Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job Sharing arrangement.

I confirm that the information provided in the application is true and accurate. Signature of Teacher: _____ Date: _____

PART 2 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Job Sharing application in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled 'Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools'.

The following documents will be retained for audit purposes:

- 1) Application for Job Sharing
- 2) Copy of Application from Job Sharing partner (where applicable)
- 3) Copy of Decision Notice issued to teacher Approved Job Sharing has been recorded on the OLCS/relevant ETB system Signature:

Date: _____ (Employer (Host school)) * The second signature below is only required in respect of an Inter-school Job Sharing Arrangement (Primary schools only)

*Signature: _____ Date: _____

(Employer of base school) *School Name _____ Roll No:

_____ Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.