

Ballinamore Communiy School

Job Sharing Policy

1. The Board of Management of Ballinamore Community School favours the Job-Sharing Scheme. Applicants for the scheme should familiarise themselves with the terms and conditions of the scheme as laid out by Circular Letter 18/98, which is available on the Department of Education & Skills website.
2. Job Sharing will be granted in accordance with the provisions of DES Circular 18/98.
3. The Welfare and educational needs of pupils will take precedence over all other considerations.
4. Applications for Job-Sharing should be made to the Board of Management by 1st March of the preceding school year.
5. A Job-Sharing agreement shall be entered into for one year. A Jobsharer who wishes to be considered for an extension of another year must make application to the Board of Management on or before March 1st of the school year preceding that to which the extension refers.
6. The number of teachers allowed to participate in the job-Sharing scheme and Career Break in any one year shall not normally exceed 10% of the teaching staff. The Board of Management shall carefully consider how the granting of a request might affect standards and continuity in particular subject departments and subject provision within the overall curriculum.
7. A condition of approval of application to Job-share is that the teacher will attend school for Parent-Teacher meetings, Staff Meetings and such In-Service and Staff Development days designated for curricular and administrative needs of the school. It is the responsibility of the teacher offered Career Break or Job-Share to keep abreast of continuing professional development to facilitate a full resumption of duties and responsibilities.
8. In the interests of equity and fairness vis-a-vis colleagues who may wish to avail of the scheme, no one job sharer may expect to job-share longer that three school years.
9. While having as a 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.

10. Any teacher whose application to job-share is approved may not normally withdraw from the scheme after 17th June of the preceding school year. Every effort will be made to notify job-sharing teachers in advance i.e. late August of their timetable hours and the pattern of job-sharing.
11. To facilitate the curricular needs of the school the availability of a suitable partner for the scheme is essential.
12. It is not permissible for a job-sharing teacher to engage in outside employment without the consent of the Board of Management and that consent will only be given where it is clear that such outside employment will not affect the teacher's work or be in conflict or competition with it.
13. The Board of Management shall process each application as soon as is practical following the deadline for applications. Applications will be informed as soon after this as is practicable.