

***Meánscoil na mBráithre Críostaí, Cill Chainnigh***  
**Christian Brothers Secondary School, Kilkenny.**

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## JOB SHARE POLICY Jan 2024

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice School's Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBS Secondary School Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

## Mission Statement

Inspired by its founder, CBS Secondary School Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

## Ethos

As an Edmund Rice School, CBS Secondary School Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

## Job Share Implementation

The Board of Management implements the Job Share scheme as per Circular 0054/2019 Teachers who are considering an application for Job Share must familiarise themselves with this Circular in its entirety. It is available on [www.education.ie](http://www.education.ie).

1. The welfare and educational needs of the students take precedence over all other considerations.
2. Any permanent member of staff (with exceptions as outlined in Circular 0054/2019 or holder of a CID contract, who wishes to be considered for Job Share must make an application to the Board of Management on the attached Appendix A, on or before the **1<sup>st</sup> February** of the school year preceding that to which the extension refers. The applicant must be registered (and continue to be registered throughout the Leave) with the Teaching Council.
3. The Board shall consider each individual application on the basis of the following criteria:
  - The impact of the Job Share on the welfare and educational needs of the students
  - The case made by the individual applicant
  - The availability of suitably qualified teachers to Job Share
  - Ensure that the scheme fairly available to all eligible members of staff.
4. A Job Share agreement shall be entered into for one year. A person already on Job Share who wishes to be considered for an extension of another year must make an application to the Board of Management on the **attached Appendix A**, on or before the **1<sup>st</sup> February** of the school year preceding that to which the extension refers. The application must adhere to the same deadlines and conditions as first time applicants.
5. The number of teachers allowed to participate in the Job Share scheme in any one year shall not exceed 10% of the permanent/CID teaching staff. The Board of Management shall carefully consider how the granting of a Job Share request might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. While ensuring equitable timetabling arrangements for the staff as a whole, the timetable arrangements for Job Share teachers will attempt to facilitate the teacher as far as is practicable.

6. A Job Share agreement shall not exceed one year and may be extended at the discretion of the Board. In the interest of equity and fairness vis-a-vis colleagues who may wish to avail of the scheme, no one person on Job Share 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 the educational needs of the students take priority in timetabling, due regard shall be shown for the welfare of all teachers, including the person on Job Share. After consultation with the principal who shall consider the legitimate needs of all members of the school community, timetables should be accepted in the spirit of co-operation.
8. The Board of Management shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by **1st March** at the latest.
9. Taking account of the extent of arrangements to be put in place by the school to cater for a Job Share post, the applicant will 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.
10. The Board of Management shall examine each application in the light of this policy. The following shall be considered only in exceptional circumstances:
  - the granting of a request in excess of the specified number
  - a late application.
11. The Board of Management reserves the right to review or amend this policy in accordance with the needs of this school. Amendments shall be made known to staff by **February 1st** and shall relate to the following school year. Applicants have the right to appeal the decision of the Board of Management.
12. A Job Share teacher must be available for Parent-Teacher meetings, staff meetings, staff in-service, school planning sessions, etc.
13. A teacher approved for Job Share shall have their hours reduced to 11 hours consisting of teaching hours and professional time of 20 minutes.
14. If a Job Share teacher has opted into the Supervision and Substitution Scheme, he/she must be available to substitute for 3 class periods per week and a maximum of 3 hours S&S per week. A teacher may agree to undertake S&S duties for more than 3 hours in a week with the additional time being reckoned towards the annual commitment. The annual commitment for a Job Share teacher to S&S duties is **21.5 hours**.

15. A Job Share teacher may retain his/her post of responsibility allowance if the Board of Management/Manager is satisfied that the responsibilities of the post can be performed in full. Where the Board of Management/Manager decides that it is not possible for the Job Share teacher to perform the full responsibilities of his/her post, he/she will forfeit the allowance for the duration of the arrangement.
16. If a Job Share teacher wishes to engage in outside employment, permission must be obtained from the Board of Management. The Board's permission will be given only where it is clear that such employment will not affect the teacher's work or be in conflict or competition with it. A Job Share teacher may not engage in regular part-time or long-term substitute teaching.
17. It is the responsibility of the individual teacher to make whatever enquiries and arrangements that are necessary regarding issues such as: posts of responsibility, superannuation, incremental credit, promotion, leave etc. Guidelines on these are available on **www.education.ie** and **www.asti.ie**.

#### **NOTE: Teacher Supply**

In response to issues raised in relation to teacher supply, certain restrictions imposed in the Job Sharing Scheme have been suspended for the past number of school years. [Information Note TC/IN 0006/2023](#) confirms that the restriction on teachers engaging in substitute teaching while job sharing, as set out in paragraph 11.1(a) of chapter 8 of CL 54/2019, remained suspended for the 2023/24 school year. **No confirmation of an extension to this scheme for 2024/25 has been received to date from the DE.**

## **Review**

This policy will be reviewed periodically and updated accordingly.

## **Approval**

This policy has been approved by CBS Secondary School Kilkenny Board of Management.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_

## Appendix A - Application Form for Job Sharing

The Application Form should be fully completed annually and submitted to the employer not later than 1<sup>st</sup> 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
	<b>Option 1: (a)</b> Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school.	Teacher's name: _____
	<b>Option 1: (b)</b> Share a wholetime post on a 50:50 basis with an existing wholetime teacher in another school under an inter-school Job Sharing arrangement (Primary schools only).	Name of other teacher: _____ Name of other school: _____ Roll No of other school: _____
	<b>Option 2:</b> 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.***