

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

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JOB SHARE POLICY Jan 2025

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education and is a single sex (boys) school.
School Management:	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.

Arrangements for job-sharing teachers will be considered within the spirit of the scheme to facilitate the teacher in combining work with personal responsibilities or choices. In reaching a decision, the welfare and educational needs of the students shall take precedence over all other considerations.

General Points

The school will consider each application on its own merits. Due to the current shortage of teachers in some subject areas the Board of Management may consider granting approval subject to the availability of a suitably qualified replacement teacher.

Applications for job-sharing must be submitted by **1st February 2025** using the form, Appendix A of Circular Letter 0054/2019 Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools (Appendix A in this policy also).

The decision of the Board of Management shall be final.

A teacher wishing to extend a job-sharing arrangement must apply, using the form in Appendix A, on an annual basis.

The applicant is not permitted to withdraw his/her application after **14th April 2025** or from once the replacement teacher's contract has been signed, whichever happens first. It is noted that a late request to withdraw a job-share application may have staffing/redeployment/timetabling implications and may not therefore be considered.

A teacher approved for job-sharing shall have their hours reduced to 11 hours consisting of teaching hours and professional time of 20 minutes.

Circular 0071/2024 notified managerial authorities, principals and teachers of the amendments to the Supervision and Substitution Scheme to take effect from the beginning of the 2024/2025 school year and for subsequent school years. If a job-sharing teacher has opted into the Supervision and Substitution Scheme, he/she must be available to substitute for three 40-minute class periods or one 1-hour class period for 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-sharing teacher to S&S duties is **21.5 hours**.

A teacher may retain his/her post of responsibility allowance while job-sharing if the Board of Management is satisfied that the responsibilities of the post can be performed in full. Where the Board of Management decides that it is not possible for the job-sharing teacher to perform the full responsibilities of his/her post, he/she will forfeit the allowance for the duration of the arrangement.

Job-sharing teachers may not engage in any substitute teaching, act as a special needs assistant or undertake home tuition hours. It is not acceptable for a job-sharing teacher to engage in outside employment without the consent of the Board of Management.

Due to the current shortage of teachers in some subject areas, the Board of Management may consider making the approval of an application conditional on the recruitment of a suitably qualified replacement teacher by **30th June 2025**. In the event that a suitably qualified replacement teacher cannot be recruited by **30th June 2025**, the teacher should be advised that the job-sharing cannot proceed.

Letter of approval

Teachers are advised of the following:

If the job-sharing approval is conditional on the recruitment of a suitably qualified replacement teacher, this will be stated in the letter of approval from the board of management.

If a suitably qualified replacement teacher cannot be recruited by **30th June 2025**, the teacher will be advised that the job-sharing cannot proceed.

The applicant is not permitted to withdraw his/her application after **14th April 2025**.

Teachers are required to be timetabled for a maximum of 11 hours per week of teaching and professional time.

A job-sharing teacher must be available for relevant staff, parent- teacher meetings of classes taught, other meetings/in-service as decided by management and all JCT in-service.

Classes may be timetabled over the five working days. The spread of classes will be in accordance with the completed timetable having due regard to the educational needs of the students and the efficient management of the school. Acceptance of the offer of job-sharing cannot be conditional on an expectation of timetable concessions.

The obligation to provide additional hours under the existing Public Service Agreement is pro-rata for a teacher who is job-sharing. A job-sharing teacher is required to undertake half of the Croke Park hours and all the hours as per circular M58/04. The principal will inform each job-sharing teacher of the schedule of meetings requiring attendance.

Registration with the Teaching Council must be maintained.

Letter of refusal

In the written notice of refusal, the Board of Management will set out the basis for refusal. In reaching such a decision the Board of Management will take cognisance of the merits of the application within the context of the school's policy on job-sharing.

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 0008 2024 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, will remain suspended for the 2024/25 school year. This means that job-sharing teachers may be employed to work in a substitute capacity in any school during the period in which they are rostered off duty. A Job-Sharing teacher who is employed in a substitute capacity will be paid their personal rate of pay, including any personal allowances. **No confirmation of an extension to this scheme for 2025/25 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 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: (a) Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school.	Teacher's name: _____
	Option 1: (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: _____
	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.