



JOB SHARE POLICY

Introduction and Rationale

Job-sharing allows two qualified teachers to share one full-time teaching post. It provides flexibility for teachers who wish to combine work with personal responsibilities or professional development while ensuring that the school can meet the educational and welfare needs of pupils. This policy complies with Department of Education (DE) circulars (currently Circular 0054/2019) and national guidelines. A core principle is that the welfare and educational needs of pupils take precedence over all other considerations.

Aims

- Ensure that any job-sharing arrangement operates in the best interests of pupils by minimising disruption to teaching and learning.
- Provide clarity for teachers, parents and the Board of Management regarding the procedures and expectations of job-sharing.
- Balance teachers' entitlement to approved leave (e.g., Extra Personal Vacation (EPV) days) with continuity for pupils.

Scope and Eligibility

- Teachers with at least one year's permanent service in the school are eligible to apply. The principal and deputy principal are excluded from job-sharing because of their leadership responsibilities. Teachers on probation are also excluded.
- Applications from teachers who wish to share within the school have priority over inter-school arrangements. Inter-school job-sharing will be considered if a suitable partner is not available within the school.
- The Board of Management may limit the number of posts involved in job-sharing so that no more than 15 % of allocated teaching posts are absent at any one time.

Application Procedures

1. **Form and deadline:** Teachers wishing to job-share must submit the prescribed DE application form (currently JS1 from Circular 0054/2019) to the Board of Management by **1 February** preceding the school year in which the arrangement is to start. Applications must be renewed annually.
2. **Pairing:** Applicants must identify a suitable partner. The Board may interview applicants to assess the viability of the pairing and may refuse an arrangement at its discretion.
3. **Notification:** The Board will notify applicants of its decision in writing by **1 April**. Once a replacement teacher has been contracted, applicants may not withdraw without Board approval.

Duration and Review

- A job-sharing arrangement normally operates for **one full school year**. The Board reserves the right to review and terminate the arrangement mid-year if it is not in the best interests of pupils.
- Each arrangement will be evaluated at the end of the year. Renewal requires a new application.

Working Arrangements

- **Shared post:** Two teachers share the duties of one full-time post. The arrangement may be **week-on/week-off** or a **split-week** schedule. Both teachers must be present for parent-teacher meetings and curriculum planning days.
- **Planning and communication:** Job-sharing teachers must prepare a joint year plan and agree detailed weekly and daily schemes. A handover diary should be kept to ensure continuity of teaching and assessment. Regular meetings (in person or via phone/email) should take place to discuss pupils' progress and classroom management.
- **Supervision and duties:** Both teachers share yard and supervision duties on a pro-rata basis. Posts of responsibility held by a job-sharing teacher will be reviewed to ensure that the duties can be fulfilled. A teacher retaining a post allowance must attend all meetings relevant to that post.

Leave and Absences

EPV (Extra Personal Vacation) days

Under rule 58 of the Rules for National Schools, teachers may apply for EPV days after completing approved summer courses. The Board of Management has discretion to approve or refuse EPV days. For job-sharing teachers, the following rules apply:

- **Combined limit:** The two job-sharing teachers are considered as **one full-time post** for the purpose of EPV entitlements. Together they may take **a maximum of four EPV days per school year**, which equates to **two days each**.
- **Scheduling:** EPV days should be spread throughout the school year from September to May, with no EPV days taken in June unless in exceptional circumstances. Requests should be submitted at least one month in advance and will be granted subject to staffing and supervision requirements.
- **Certification:** Teachers must present the certificate of completion of the approved summer course at the start of the school year. EPV days must be taken in the school year following the course and may not be carried forward.

In-service and planning days

- When job-sharing teachers attend in-service courses or school planning days on days they are not scheduled to teach, they will be granted leave in lieu.

Sick leave, maternity, parental and other leave

- Job-sharing teachers have the same statutory entitlements to sick leave, maternity/adoptive leave, parental leave and other statutory leave as full-time teachers. All absences must be notified to the principal as early as possible so that substitute cover can be arranged.

Other leave restrictions

- Leave of absence for career break, secondment or exchange is governed by

separate DE circulars. Job-sharing teachers should refer to the school's Leave of Absence policy for details. The Board reserves the right to limit the number of teachers on non-statutory leave to ensure adequate staffing.

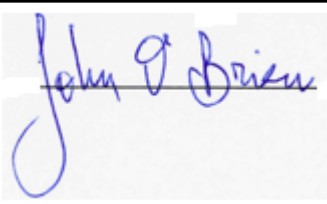

Responsibilities

- **Teachers:** Job-sharing partners must abide by this policy and DE circulars. They should maintain open communication, plan collaboratively and ensure continuity of teaching. They must respect the decisions of the Board and be flexible in covering absences other than EPV days.
- **Principal:** The principal coordinates applications, monitors the implementation of job-sharing arrangements, approves EPV days and ensures that the educational needs of pupils are met.
- **Board of Management:** The Board reviews applications, decides whether to approve job-sharing arrangements and monitors the overall impact on staffing. The Board may terminate an arrangement if it is not operating in the best interests of pupils.

Review

This policy will be reviewed regularly to ensure compliance with the most recent DE circulars and to assess its effectiveness. Input from staff, parents and the Board will inform future revisions.

Signatures

	
<i>John O'Brien</i>	<i>David Hyland</i>
<i>Chairperson BOM</i>	<i>Principal</i>
<i>Date: 18/11/2025</i>	<i>Date: 18/11/2025</i>