**Scoil Charthaigh Naofa**

**Roll:20273A**

**Job Sharing Policy SNA’s**

**Scoil Charthaigh Naofa**

**Rationale:**

The Board of Management of Scoil Charthaigh Naofa, in line with departmental regulations has drawn up the following policy to ensure procedures are in accordance with Circulars 0054/2019, 0041/2014, 22/2012 and 0035/2019.. This policy is specific to the needs of Scoil Charthaigh Naofa and in framing this policy the welfare and educational needs of pupils take precedence over all other considerations.

**Vision:**

This policy complements the school ethos. At Scoil Charthaigh Naofa we strive for a child centred approach and equal opportunities for all. This policy will endeavour to provide opportunities for staff while ensuring children are reaching their full potential with the staff in the school.

**Aims:**

● To ensure that all stakeholders are aware of the policy and of the procedures and structures in place in order to facilitate the smooth operation of Job sharing.

● To inform all staff members of what is expected of them if/when engaged in a Job sharing arrangement.

**Aims**

We aim to:

• Develop and maintain a policy specific to the needs of the school in relation to the approval of job-sharing for SNA’s.

• Ensure the welfare and educational needs of the pupils takes precedence over all other considerations in relation to the sanctioning of career breaks, job-sharing and other leave.

• Ensure that the consideration of a job-share or other leave application has due regard to the capacity of the school to meet its obligations to its pupils and therefore apply a reasonable limit to the number of teaching staff and SNAs that may be on leave at any one time.

• Clarify the school’s procedures in relation to job-sharing and other leave.

**JOB SHARING**

**Definition:**

The purpose of the Job Sharing Scheme is to assist teachers/SNAs in combining work commitments and personal responsibilities/choices.

A special needs assistant may make an application to share a whole-time post on a 50:50 basis i.e. 16 hours per week.

**Eligibility**

• A special needs assistant may apply to job-share where he/she 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.

• In Primary schools, Job Sharing is not available to the Principal, Home School Liaison Coordinator or teacher on secondment.

• A teacher/SNA on a Career Break or other approved leave of absence may apply to resume duties on a Job Sharing basis.

**Duration of Job Sharing Arrangement**

• The minimum period for a Job Sharing arrangement is one school year.

• 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.

**Basis of the Scheme**

**Job Sharing Options**

A SNA may make an application to share a wholetime post on a 50:50 basis i.e. 16 hours per week in primary and post primary schools. It is a matter for the employer to decide the job sharing arrangement(s) which it is prepared to endorse e.g. split week, week on-week off, mornings/afternoons only.

• There are 2 options for a Job Sharing arrangement for SNAs:

1. Option 1: Two SNAs in the same school apply to job share. Combination of 0.83 post and 1.0 post or a 1.0 post and a 1.0 post.

2. Option 2: One SNA in a school applies to job share and the employer is willing to recruit a SNA for the available hours on a specified purpose (fixed term) contract.

**Special Needs Assistant:**

• A special needs assistant seeking to job-share must submit the prescribed application form JS1 from circular 0041/2014 to the employer not later than the 1st March prior to the school year in which he/she proposes to commence/continue job-sharing.

• Job-sharing arrangements are sanctioned for a period of one school year only and a special needs assistant shall re-apply if he/she is seeking to avail of a job sharing arrangement for a further year.

• Each application to job-share shall be considered on its own merits by the employer within the context of the school’s policy statement. The decision of the employer shall be final.

• The employer shall issue a written notice of approval or refusal, which will set out the basis of the refusal to the special needs assistant by 31st March at the latest.

• Taking account of the extent of arrangements to be put in place by the employer to cater for a job-sharing post the applicant shall not be permitted to withdraw his/her application after 14th April and this shall be included in the notice from the school to the special needs assistant.

• A copy of the approved job-sharing application should be submitted to the Non-Teaching Payroll Section of the Department by 1 st May. In addition, the employer must list the names of all special needs assistants availing of job sharing arrangements on the Non-Teaching Staff Appointment Position Form.

**Duties:**

• Appropriate communication processes must be in place between the two SNAs sharing a post in order for them to fulfil the responsibilities of the post.

• A Job Sharing SNA must be available for relevant staff and parent meetings in accordance with school policy and agreements.

• The obligation to provide additional hours under the existing Public Service Agreements is prorata for SNAs who are Job Sharing.

• A Job Sharing SNA 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. Where leave in lieu is granted, confirmation of attendance at the course/school planning day should be submitted in writing to the employer who must notify the Department via the OLCS. Substitution for such days is not paid by the Department.

**Termination of Job Sharing arrangement**

• Employers must ensure that SNAs 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.

• In exceptional circumstances, the employer may permit a Job Sharing SNA to withdraw from the Job Sharing Scheme and return to his/her original 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. Resignation while Job Sharing SNA engaged in a Job Sharing arrangement who wishes to resign from his/her post must notify the employer in writing in accordance with the terms and conditions of employment.

**Please see Circulars 0054/2019 and 0041/2014 for full details of the Job Sharing Scheme.**

**OTHER LEAVE LEAVE OF ABSENCES INCLUDED UNDER ‘OTHER LEAVE’**

**Type A:**

• Adoptive Leave

• Assault Leave

• Carer’s Leave

• Maternity Leave

• Paternity Leave

• Parental Leave

• Temporary Re-Assignment

• Unpaid Leave

**Type B:**

• Brief Absences

• Sick Leave

TYPE A LEAVE

• All of the above Type A leaves will be subject to their relevant circulars as per the Department of Education and Skills website ([www.education.ie](http://www.education.ie))

• They require direct notification to the Board of Management.

TYBE B LEAVE

• All of the above Type B leaves will be subject to their relevant circulars as per the Department of Education and Skills website ([www.education.ie](http://www.education.ie))

• They require direct notification to the Principal.

**Limitations of Sanctioning Career Breaks, Job-Sharing and other Leave**

• As a general principle, every effort will be made by the Board of Management to facilitate applications for career breaks, job-sharing and other forms of leave from members of the teaching staff and SNAs.

• The maximum number of teachers on leave in any school year shall not exceed 30% of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.

• The maximum number of SNAs on leave in any school year shall not exceed 20% of the SNA staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.

• The Board of management will consider applications in the context of other statutory and nonstatutory leave and will take into account the availability of an appropriately qualified replacement teacher.

**Success Criteria**

**Our Career Break, Job-sharing and Leave Policy will be seen to be working well when;**

• Positive feedback from members of the school community is received

• The school community are clear about and are committed to the principles that are outlined in this policy and correct procedures are being implemented

• A policy statement specific to the needs of the school in relation to the approval of career breaks, job-sharing and other leave is developed and maintained

• The welfare and educational needs of the pupils takes precedence over all other considerations in relation to the sanctioning of career breaks, job-sharing or other leave

**Roles and Responsibilities**

The Board of Management, Principal, Teachers and SNAs have both a role and a responsibility in successfully implementing this policy.

**Implementation Date**

This policy was implemented in September 2025

**Timetable for Review**

This policy will be reviewed periodically.

**Ratification and Communication**

This policy will be communicated to members of the Board of Management on 01/10/2025

Signed