



A member of the permanent teaching staff of Talbot SNS may apply to work on a job-sharing basis under the conditions set out in the relevant DES Circulars (Circulars **11/03, 30/03, and 0123/2006**). The following points outline additional factors influencing any job-sharing arrangement:

1. Teachers submitting an application for the consideration of the Board of Management must familiarise themselves with the above circulars, and other relevant guidelines.
2. The granting of such an arrangement is at the sole discretion of the Board of Management.
3. As a guiding principle, the welfare and educational needs of the children will be the underpinning factor in all decisions related to job sharing applications.
4. The Board of Management reserves the right to terminate a job-sharing arrangement, in the event that it is not operating in the best interests of pupils and school.
5. Job sharing will not be practised in special education needs/resource posts except in exceptional circumstances such as when there is more than one job share pairing, then one can happen in mainstream and one in special education or based on the situation that pertains at the time
6. A maximum of two job share pairings can be approved in any one school year.
7. The board will consider applications involving intra-school pairings provided that:
 - The external teacher has worked in the school before
 - And the external teacher is coming from a DEIS school
 - And the principal is satisfied that the external teacher is a good fit for the school
8. Both teachers shall present, in the presence of the principal teacher, at an information session for parents explaining the strategy employed to manage, teach, & assess the class through a Job-Sharing scheme.
9. Together, both teachers shall prepare an agreed weekly and daily timetable.
10. Both teachers shall complete the usual detailed teaching Plans (schemes) and Reports (Cúntas Míósula) of the curriculum taught and the progress made by the children during the week/fortnight under both teachers.
11. Copies of the monthly reports shall be presented to the Principal Teacher at the appropriate times.



12. Job sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall liaise at the end of each “teaching shift” to discuss and prepare the necessary handover. This should not be done during contact time with pupils or during “Croke Park” hours. The principal must approve this handover arrangement.
13. The two teachers shall work on a repeated split week basis that is agreed with the principal.
14. Both teachers shall be present for any scheduled parent/teacher meetings.
15. At least one of the teachers must be present at all staff meetings.
16. End of year school reports shall be jointly filled out by both teachers for each child.
17. Teachers on Job-sharing arrangements will be allowed a maximum of two EPV days per teacher per school year. The combined total of days taken by both teachers cannot exceed two days per school term.
18. Each job-sharing arrangement will be reviewed at the end of each school year.
19. Application form(s) (Appendix Circular 11/03), signed by both teachers, should be submitted to the Board of Management, no later than 1st February prior to the September in which the teachers propose to commence the job-sharing arrangement. March 1st is also the closing date for an application to extend a job-sharing arrangement.
20. All such applications submitted, irrespective of submission date, will only be considered following 1st February each year. However, the Board will take note of the date of submission of applications.
21. Teachers shall be notified in writing of the Board’s decision on or before 1st March.
22. Principals, H.S.C.L. Co-ordinators and teachers on probation are ineligible to apply for a job share arrangement.
23. Deputy Principals are not permitted to job share unless they relinquish their post and the appropriate allowance for the duration of the job sharing arrangement. Subject to the post being warranted, an acting Deputy Principal may be appointed from within the staff of the school for the duration of the job sharing arrangement.
24. An Assistant Principal may be allowed to job share and to retain the post of responsibility allowance in full, providing that the duties can be carried out in full during the periods of attendance of the Assistant Principal. Otherwise, this Assistant Principal position cannot be filled under the terms of Circular 0022/2009.

25. A Special Duties Teacher may be allowed to job share and to retain the post of responsibility allowance in full, providing that the duties can be carried out in full, outside of class time, during the periods of attendance of the Special Duties teacher. Otherwise, this Special Duties teacher

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- position cannot be filled under the terms of Circular 0022/2009 (Moratorium on Promotions in the Public Service, which prevents the filling of an acting Special Duties position).
26. For the purposes of reckonable service (insofar as it affects qualifying service for purposes other than pay and superannuation), credit is given for all job sharing service upon the same basis as full time service.
 27. Both teachers are obliged to complete for half of the required “Croke Park” hours as set out by the D.E.S., in line with the direction of the principal and Board of Management.
 28. Subject to Board of Management approval, job sharing teachers are entitled to take leave under the terms of Circular 0032/2007 (Brief Absences) or any updates thereof, for days on which they are scheduled to teach.
 29. Teachers are obliged to consult Circulars 0060/2010 and 0036/2012 (or any updates thereof) for detailed information concerning Sick Leave entitlements and associated salary issues, with specific impact for job sharing teachers.
 30. Teachers are obliged to consult Circular 0123/2006 (or any updates thereof) for detailed information concerning Public Holiday entitlements for job sharing teachers.
 31. This policy was ratified by the B.O.M. on 16th February 2026 and is subject to regular review by BOM, typically in tandem with a review of the school’s Leave Policy.

Signed: Noel Doherty (Chairperson of the Board of Management)
Date: 16th / 02 / 2026