

Gaelscoil Raifteirí - Polasaí maidir le Poist Chomh Roinnte



Ráiteas an Pholasaí

Sa cháipéis seo leagtar amach an Polasaí Comhroinnte Post do Mhúinteoirí i nGaelscoil Raifteirí. Mar a shainmhínítear i gCiorclán 0075/2015 "is é cuspóir na scéime roinnte post ná cabhrú le múinteoirí obair a chomhcheangal le freagrachtaí nó roghanna pearsanta.". Mar a leagtar amach i gCiorclán 0075/2015, forbróidh agus coimeádfaidh gach fostóir ráiteas beartais a bhaineann go sonrach le riachtanais na scoile maidir le socruithe comhroinnte post a cheadú.

Scóip

Tá an beartas seo dréachtaithe i gcomhairle le Bord Bainistíochta agus Foireann Ghaelscoil Raifteirí agus tá sé ceadaithe agus glactha ag an mBord Bainistíochta ar an 26.10.23. Baineann an beartas leis an bhfoireann teagaisc sa scoil.

Aidhmeanna agus Cuspóirí

- Na saincheisteanna a bhaineann le comhroinnt post a shoiléiriú do na páirtithe leasmhara go léir - baill foirne, bord bainistíochta agus tuismitheoirí.
- Oibriú rianúil na scoile a chinntiú agus an post á roinnt.
- A chinntiú go bhfuil na páirtithe leasmhara go léir ar an eolas faoin bpolasaí agus faoi na saincheisteanna a bhaineann le comhroinnt post.
- Baill foirne a chur ar an eolas faoi na rudaí a bhfuiltear ag súil leo le linn na roinnte poist.
- Na critéir a úsáidtear chun iarratais ar chomhroinnt post a mhíniú.
- Critéir chun iarrthóirí a roghnú a mhíniú má tá níos mó iarratas ná an líon ceadaithe déanta.

Nósanna Imeachta / Treoirínte

Agus an polasaí seo á dhréachtú, chuathas i gcomhairle leis na Ciorcláin ábhartha ón Roinn Oideachais agus Scileanna (ROS) chun treoir a sholáthar maidir le gach ábhar a bhaineann le Comhroinnt Poist i nGaelscoil Raifteirí, agus chun a chinntiú go gcomhlíonann an polasaí Treoirínte ROS.

Bítear ag súil go gcuirfidh gach duine ar mian leo iarratas a dhéanamh ar Chomhroinnt Poist iad féin ar an eolas maidir le mionsonraí na Scéime Comhroinnte Poist mar atá mínithe i ngach Ciorclán ábhartha ón ROS (féach www.education.ie), ar a dhéantar athbhreithniú orthú ag an ROS ó am go ham.

Ba cheart an Polasaí Comhroinnte Poist seo a léamh agus a thuiscint i gcomhthéacs na gCiorclán ábhartha reatha ROS go léir. Baineann an polasaí go sonrach le riachtanais Ghaelscoil Raifteirí. Agus an beartas maidir le Comhroinnt Poist á dhréachtú, bíonn tosaíocht ag riachtanais leasa agus oideachais na ndaltaí thar aon rud eile.

Cáilitheacht

Tá gach múinteoir buan, atá fostaithe i nGaelscoil Raifteirí, le blian ar a laghad de sheirbhís leanúnach i gcáil bhuan, cáilithe iarratas a dhéanamh ar Chomhroinnt Poist, ach amháin an Príomhoide (de bharr tábhacht an phoist mar P.O, ní thig leis an post seo a bheith roinnte agus múinteoirí ar Promhadh.

Féadfaidh Príomhoide Tánaisteach iarratas a dhéanamh ar Chomhroinnt Post ach beidh air/uirthi éirí as a p(h)ost mar LPO ar feadh na ré.

Afach, ní féidir le múinteoirí atá ar iasacht faoi láthair nó atá ag dul ar iasacht, post a roinnt ar feadh ré na hiasachta.

Mar sin féin, féadfaidh múinteoir ar Shos Gairme, ar iasacht, nó ar chead neamhláithreachta ceadaithe eile, iarratas a dhéanamh chun dualgais teagaisc a atosú ar bhonn Comhroinnte.

Ní bhreithneofar iarratais ar roinnt post ach ó:

- baill bhuana foirne de chuid Gaelscoil Raifteirí ar mian leo a post a roinnt laistigh den scoil
- múinteoir i nGaelscoil Raifteirí ar mian leis/léi post a roinnt i scoil eile
- ball foirne buan de chuid Ghaelscoil Raifteirí ar mian leis/léi post a roinnt sa scoil seo le múinteoir promhaidh ó scoil eile.

Tá féidearthacht ann freisin do shocrú roinnte poist ina mbeidh múinteoirí buana agus múinteoirí sealadacha ag roinnt, sa chás nach raibh aon mhúinteoir buan ar fáil chun post a roinnt i scoil an mhúinteora féin.

Chomh maith leis na coinníollacha atá i bhfeidhm i gcás na scéime ghinearálta um roinnt post, tá an socrú faoi réir na gcoinníollacha seo a leanas

- bhainfeadh an socrú ar feadh scoilbhliain amháin
- bheadh an múinteoir sealadach ina m(h)úinteoir bunscoile láncháilithe, promhaithe, cláraithe ag an gComhairle Múinteoireachta, grinnfhiosrúcháin garda aige nó aici, le 2 bhliain ar a laghad de sheirbhís teagaisc san am atá thart, agus bheadh caighdeán Gaeilge den scoth aige nó aici, idir scríofa agus labhartha.
- Gheallfadh an múinteoir sealadach don scéim roinnte post ar feadh na scoilbhliana iomláine.
- Beirt bhfágfadh an múinteoir sealadach an post comhroinnte ar chúis ar bith, d'fhillfeadh an múinteoir buan ar ais chuig a p(h)ost teagaisc ar bhonn lánaimseartha láithreach.

Déanfaidh an Bord Bainistíochta breithiúnas ar gach iarratas ar a fhiúntas agus breithneoidh sé ar an ábhar.

Fad an Socraithe Comhroinnte Poist

Is í an tréimhse iomlán a bhféadfadh socrú Comhroinnte Poist tarlú ná scoilbhliain iomlán amháin. Tá sé de chead ag an mBord Bainistíochta, áfach, athbhreithniú a dhéanamh agus - má mheastar go bhfuil gá leis - socrú

Comhroinnt Poist a fhoirceannadh le linn scoilbhliana má chinneann an Bord nach bhfuil an socrú ag feidhmiú ar mhaithe na ndaltaí. Tráth a c(h)eapacháin, cuirfear an múinteoir ionaid sealadach (conradh ar théarma seasta) ar an eolas freisin go gcuirfear deireadh lena c(h)eapachán má chinneann an Bord gur cheart deireadh a chur le socrú Comhroinnt Poist ar mhaithe na ndaltaí.

Más rud é, ar chúis ar bith, gur fhág an múinteoir a chládaigh an post roinnte a p(h)ost, d'fhillfeadh an buanmhúinteoir ar ais chuig a p(h)ost teagaisc ar bhonn lánaimseartha láithreach.

Iarratas a dhéanamh ar Chomhroinnt Poist

Caithfidh múinteoir atá ag iarraidh post a roinnt an fhoirm iarratais JS1 atá ceangailte le Ciorclán 0075/2015 a chur faoi bhráid Bhord Bainistíochta Ghaelscoil Raifteirí roimh an 1ú Feabhra roimh an scoilbhliain ina bhfuil sé beartaithe aige/aici tús a chur le / leanúint ar aghaidh ag roinnt poist. Ní mór do mhúinteoir ar mian leis/léi a chomhroinnt poist a leathnú, iarratas a dhéanamh ar an síneadh seo ar bhonn bliantúil roimh an 1ú Feabhra.

Breithneoidh an Bord gach iarratas ar Shocrú Comhroinnt Poist de réir a fhiúntas agus riachtanais forbartha na scoile á gcur san áireamh tráth an iarratais. Is cinneadh críochnaitheach é cinneadh an Bhoird Bainistíochta.

I gcás comhroinnt post idir-scoile, forchoimeádann an Bord Bainistíochta an ceart agallamh a chur ar an gcomhpháirtí roinnte poist atá beartaithe sula gceadaíonn sé an socrú. Ní mór do mhúinteoir seachtrach ar mian leis/léi post a roinnt sa scoil teistiméireacht i scríbhinn ó phíomhoide na scoile ina bhfuil sé/sí ag obair ann a chur ar fáil agus ní mór dó/di taifead tinrimh a chur isteach.

Más é Bord Bainistíochta Ghaelscoil Raifteirí an fostóir ar na múinteoirí a bhaineann leas as an socrú roinnte poist idir-scoile, meastar gurb é an fostóir é don beirt roinnteoir poist ar feadh na tréimhse roinnte poist agus ba chóir don mhúinteoir Foirm Chomhaontaithe a shíniú leis an mBord Bainistíochta.

Toisc gur cineál lánroghnach saoire é seo, ní mór don Bhord Bainistíochta ainmneacha na múinteoirí uile a bhaineann leas as socrúithe comhroinnt post a liostáil ar an bhFoirm Bhliantúil um Athrú Foirne a chuirtear ar ais chuig an Roinn Oideachais agus Scileanna. Caithfear an t-iarratas ar roinnt post a choinneáil sa scoil.

Comhroinnt Poist a Cheadú

Cuirfidh an Príomhoide an Bord Bainistíochta ar an eolas maidir le togra chun Comhroinnt Poist. Iarrfar go sonrach ar an bPríomhoide imlíne a thabhairt don Bhord (más as Gaelscoil Raifteirí an bheirt mhúinteoirí):

- A mhéid atá an beirt Chomhroinnteoir Poist beartaithe comhoiriúnach, comhoibritheach, solúbtha, agus mar a comhlánaíonn siad scileanna agus gairmiúlacht a chéile.
- Leibhéil na scileanna eagrúcháin agus cumarsáide a thaispeánann na comhpháirtithe beartaithe.

Breithneoidh an Bord ar gach iarratas ar Shocrú Comhroinnt Poist de réir a fhiúntais agus aird á tabhairt ar riachtanais agus riachtanais forbartha na scoile tráth an iarratais agus aird ar leith á tabhairt ar:

- líon na sealbhóirí poist a bhfuil cead acu post a roinnt,
- líon na múinteoirí sa scoil ar dóigh leo a bheidh ar shosanna neamhláithreachta ceadaithe

- líon iomlán na múinteoirí sealadacha sa scoil mar go bhfuil mhúinteoirí (nó go bhfuil sé i gceist acu dul) ar shaoire neamhláithreachta speisialta (m.sh. comhroinnt poist, sos gairme, saoire staidéir, ar iasacht srl.)
- cumas na scoile múinteoirí sealadacha atá cáilithe go cuí a earcú agus a choinneáil.

Ba chóir a thabhairt faoi deara nach bhfuil aon dhualgas ar an mBord Bainistíochta socruithe Comhroinnte Poist a cheadú agus is féidir leis, mar is cuí leis, roinnt iarratas nó gach iarratas a dhiúltú beirt lánrogha féin. Bíonn tosaíocht ag riachtanais leasa agus oideachais na ndaltaí ar gach breithniú eile.

Breithneoidh an Bord ar gach iarratas agus cuirfidh sé cinneadh i scríbhinn in iúl faoin 1ú Márta ar a dhéanaí. Ag glacadh san áireamh méid na socruithe atá le cur i bhfeidhm ag an mBord Bainistíochta chun freastal ar phost comhroinnte, ní cheadófar don iarrathóir a (h) iarratas a tharraingt siar tar éis 14ú Aibreán, nó a luaithe a bheidh conradh an mhúinteora ionaid sínithe, cibé acu is túsce a tharlóidh. Ba chóir é seo a bheith luaite san fhógra ón scoil chuig an múinteoir.

I gcásanna eisceachtúla, más féidir freastal ar an iarrathóir laistigh den leithdháileadh foirne ceadaithe agus faoi réir socruithe conartha, féadfaidh an Bord Bainistíochta glacadh le hiarratas ar aistarraingt ó scéim roinnte poist agus / nó filleadh níos luaithe ar fhostaíocht lánaimseartha. Mar sin féin, ní fhéadfar iarratas den tsórt sin a mheas tar éis an 1ú Samhain.

Is gá don Bhord an Roinn Oideachais agus Scileanna a chur ar an eolas faoi gach iarratas ceadaithe ar chomhroinnt post roimh an 10ú Aibreán.

Beidh gach iarratas ar Chomhroinnt Poist faoi réir cheadú deiridh an ROS. Is gá do mhúinteoirí comhroinnte post “téarmaí comhaontaithe” a shíniú ag léiriú go nglacann siad leis na coinníollacha sonracha a chuirtear i bhfeidhm maidir lena n-iarratas ar roinnt post. Tá sé de cheart an Bord Bainistíochta socrú roinnte poist a fhoirceannadh, sa chás nach bhfuil sé ag feidhmiú ar mhaithe na ndaltaí agus na scoile. Má sháraíonn líon na n-iarratas an líon posta atá ar fáil, úsáidfídh an Bord na critéir seo a leanas chun a mheas cé na hiarratais a n-éireoidh leo:

- Breithneofar gach iarratas ar a fhiúntas féin agus breithneofar imthosca gach iarratas ar bhonn aonair,
- Tar éis gach iarratas a mheas de réir a fhiúntais féin, gach rud a bheith comhionann agus in éagmais imthosca corraitheacha áirithe, breithneoidh an Bord ar an bhfad ama atá múinteoir ar leith i ndiaidh leas a bhaint as an scéim, agus déanfar iarracht freastal orthu siúd ar mian leo post a roinnt, ach nach raibh an deis acu roimhe seo.

Pleanáil

Beidh ar mhúinteoirí ar mian leo post a roinnt Plean Oibre, i scríbhinn, a chur faoi bhráid an Bhoird Bainistíochta. D’fhéadfadh sé seo a bheith i bhfoirm scéime téarma nó bliana. Beidh ar na gnéithe pleanála seo a bheith san áireamh:

- Amchlár beartaithe don scoilbhliain (ag cinntiú go múineann an beirt mhúinteoir an méid céanna laethanta) de réir fhéilire na scoile don bhliain roinnte poist.
- Fáil ar na múinteoirí le haghaidh cruinnithe foirne agus cruinnithe le tuismitheoirí (cruinnithe faisnéise, cruinnithe tuismitheoirí / múinteoirí srl)

- Minicíocht cruinnithe/cumarsáide pleanála (glaonna teileafóin, fillteán roinnte ar Google Drive) idir na h-iarrathóirí chun a gcuid oibre a phleanáil agus a phlé
- Caithfidh an Pleanáil aghaidh a thabhairt ar na saincheisteanna seo a leanas ar bhealach iomchuí: an gá le leanúnachas, an gá le pleanáil do mhodheolaíocht chomhaontaithe, agus cur chuige comhaontaithe i leith cúrsaí smachta. Ba cheart don Phlean oibre cloí le Polasaithe na Scoile agus ba cheart dó aghaidh a thabhairt ar an ngá le leanúnachas i gcás neamhláithreachtaí gairide (toisc nach féidir le múinteoirí Comhroinnt Poist ionadaíocht a dhéanamh beirt chéile). Ba cheart go nglacadh an pleanáil buanna an beirt mhúinteoir san áireamh, chomh maith le freagracht a shannadh.
- Caithfidh an plean oibre aghaidh a thabhairt ar an ngá le leanúnachas agus comhsheasmhacht i bpleanáil cláir, coimeád taifead, eagrú seomra ranga, modheolaíochtaí teagaisc agus an gá le cur chuige comhaontaithe i leith cúrsaí smachta agus teagmháil tuismitheoirí le múinteoirí.
- Sa chás go dtarlaíonn post-roinnt i suíomh príomhshrutha, beidh amchlár curaclaim beartaithe agus plean ábhair le comhaontú an phríomhoide san áireamh sa phlean oibre.
- Ba cheart go mbainfeadh an Plean oibre úsáid as buanna comhcheangailte an beirt mhúinteoir chomh maith le freagracht a shannadh. Ba chóir pleananna, próifílí, comhaid coimeád taifead srl a chur ar fáil do ionadaithe.
- Beidh baint lárnach ag an bPríomhoide le gach céim de phleanáil an tsocraithe Comhroinnte Poist. Agus an t-iarratas ar Chomhroinnt Poist á mheas aige, is gá don Bhord a bheith sásta go dtugann an Plean aghaidh ar dhóthain ar na príomhcheisteanna go léir a bhfuil cuntas orthu thuas.
- Beidh an méid thuas fíor freisin i gcás mhúinteoir de chuid na Foirne Oideachais Speisialta (Múinteoirí Acmhainní, Tacaíocht Foghlama agus Tacaíocht Teanga) a bhfuil baint acu le Comhroinnt Poist
- Forchoimeádann an Bord an ceart an socrú post roinnt a fhoirceannadh mura bhfuil sé sásta go sásaíonn an Plean Oibre na príomhcheisteanna go léir a bhfuil cuntas orthu thuas.

Pleanáil ranga múinteoirí atá ag comhroinnt poist

Ullmhóidh múinteoirí atá ag comhroinnt, le chéile:

- Plean oibre bliana iomláine i gcomhairle leis an bPríomhoide. Féadfar é seo a chur i láthair go téarma má aontaíonn an Príomhoide leis.
- Scéim choicíse don rang / daltaí a ullmhaíonn an bheirt mhúinteoirí.
- Ag deireadh gach mí comhlánóidh an bheirt mhúinteoirí Cuntas Míosúil cruinn ag tabhairt cur síos mionsonraithe ar an gcuraclam a mhúineadh agus an dul chun cinn a rinne na páistí i rith na míosa faoin mbeirt mhúinteoir. Uaslóbeirtifear é seo ar Aladdin roimh / ar an chéad Aoine..
- Cuirfear cóipeanna den phlean fadtéarmach, pleananna gearrthéarmacha agus cuntais mhíosúla faoi bhráid an Phríomhoide ag na hamanna iomchuí.
- Le chéile, ullmhóidh an beirt mhúinteoir amchlár comhaontaithe seachtainiúil agus laethúil. Caithfear cóip de seo a thabhairt don Phríomhoide Tánaisteach agus a choinneáil ina (h) oifig agus cóip a choinneáil sa seomra ranga le cur ar fáil d'ionadaí.
- Beidh ar na múinteoirí atá ag post-roinnt dialann chomhroinnte a choinneáil ina dtabharfar faoi deara taifid ar dhul chun cinn, saincheisteanna iompraíochta, cruinnithe le tuismitheoirí, íocaíochtaí airgid, agus gach imeacht ábhartha eile.
- Is gá do na múinteoirí atá ag Comhroinnt Poist a bheith ar fáil le haghaidh Cruinnithe Tuismitheoirí / Múinteoirí.
- Ba chóir pleananna, próifílí, comhaid coimeád taifead srl. a chur ar fáil d'ionadaithe.

- Ag deireadh na scoilbhliana ullmhóidh an beirt mhúinteoir na tuairiscí scoile le chéile.
- Má tá an post roinnte i RSO, beidh ar an mbeirt mhúinteoirí comhaid tacaíochta scoile a ullmhú agus a athbhreithniú do na páistí atá á dteagasc acu.
- Ba chóir cruinnithe, glaonna teileafóin nó cruinnithe fíorúla (trí Google Meet nó Zúm) a reáchtáil chomh rialta agus a mheasann gach comhpháirtíocht roinnte poist a bheith riachtanach chun a gcuid oibre a phlé agus chun a chinntiú go dtarlaíonn pleanáil ghearrthéarmach mhionsonraithe agus go ndéantar plé ar dhul chun cinn na leanaí. Ba chóir minicíocht na gcruinnithe seo a leagan amach sa phlean oibre.
- Mar phrionsabal ginearálta taispeánfaidh an beirt mhúinteoir solúbthacht suntasach maidir le rannpháirtíocht an ranga in imeachtaí scoile ionas go leanfaidh siad orthu ag tarlú de ghnáth.

Leibhéil Ranga

Agus cinneadh á dhéanamh ar na Leibhéil Ranga a bhféadfadh Scéim Comhroinnte Poist a bheith i gceist leo, bíonn tosaíocht ag riachtanais leasa agus oideachais na ndaltaí thar rud ar bith eile. Ní bheidh múinteoirí comhroinnte poist i nGaelscoil Raifteirí ag múineadh Naíonán Bheaga nó Rang a 6. Ní mór aird speisialta a thabhairt ar dhaltaí a d'fhéadfaí a mheas mar dhaoine leochaileacha nó a bhfuil riachtanais speisialta acu. Beidh ar eagrú ranga poist chomhroinnte a ghlacadh san áireamh agus is é cinneadh an Phríomhoide é. Agus na leibhéil ranga / na dualgais teagaisc a d'fhéadfadh a bheith i gceist le scéim roinnte poist a chinneadh, bíonn tosaíocht ag riachtanais leasa agus oideachais na ndaltaí thar aon rud eile.

Socruithe Comhroinnte Ama

Agus cinneadh á dhéanamh acu ar na socruithe roinnte ama atá le glacadh, beidh tosaíocht ag riachtanais leasa agus oideachais na ndaltaí thar aon rud eile. Agus é seo san áireamh tá an Bord sásta tacú le seachtain roinnte amháin. I gcás post roinnt i suíomh RSO, d'fhéadfaí laethanta socraithe a bheith i gceist, ag brath ar riachtanais na scoile ag an am ar leith. Beidh an focal scoir ag an mBord maidir le comhroinnt ama agus socruithe agus breithneofar gach post ina aonar.

Múinteoir ionaid a cheapadh

Sa chás go bhfuil múinteoir ionaid le fostú, caithfear an post a líonadh de réir na rialacha reatha maidir le hearcú múinteoirí. I gcás ina mbeidh múinteoir ionaid le fostú, tabharfar conradh ar théarma seasta dó / di. Caithfidh coinníoll a bheith i gconradh den sórt sin go gcuirfear deireadh leis an gconradh nuair a éireoidh an múinteoir comhroinnte poist as a p(h)ost, ag dul ar scor nó ag filleadh ar fhostaíocht lánaimseartha nó an 31 Lúnasa dar gcionn cibé acu is túisce a tharlóidh.

Tagann eisceacht chun cinn sa chás go bhfuil ceann de na Comhroinnteoirí Poist curtha / le cur ar an bpainéal ath-implonaithe. Sa chás seo, féadfaidh sé / sí a c(h)earta painéil a chur siar chun páirt a ghlacadh i gcomhroinnt post. Mar sin féin, ní thiocfaidh folúntas iarmhartach chun cinn sa chás seo.

Cúrsaí inseirbhíse (lena n-áirítear cúrsaí curaclaim) Laethanta / Uaireanta Pháirc an Chrócaigh, Laethanta pleanála scoile agus Laethanta EPV.

- Is gá do mhúinteoir comhroinnte post a bheith ar fáil do gach cruinniú foirne ábhartha, cruinnithe pleanála foirne agus cruinnithe tuismitheoirí / múinteoirí de réir bheartas agus chomhaontuithe scoile.
- Tá an dualgas d'uaireanta breise a sholáthar faoi na Comhaontuithe Seirbhíse Poiblí atá ann cheana, *pro-rata* do mhúinteoirí atá ag roinnt post. Tá sé de fhreagracht ar an múinteoir comhroinnte poist aon chumarsáid a dhéantar leis an bhfoireann ag uaireanta Pháirc an Chrócaigh srl. a chur in iúl don mhúinteoir eile.
- D'fhéadfadh sé go n-iarrfaí ar mhúinteoirí post-roinnt freastal ar chúrsaí inseirbhíse (lena n-áirítear cúrsaí curaclaim). Tabharfar saoire- in- ionad na gCúrsaí / Laethanta Pleanála sin do mhúinteoirí a fhreastalaíonn ar Chúrsaí Inseirbhíse / laethanta pleanála scoile ar laethanta nach bhfuil siad in ainm is a bheith ag múineadh.
- Ní ghlacfaidh múinteoirí a bhfuil baint acu le Scéim Comhroinnte Poist níos mó ná 3 EPV (Laethanta Cúrsa) an duine. Mar riail ghinearálta taispeánfaidh an beirt mhúinteoir solúbthacht suntasach maidir le neamhláithreachtaí, laethanta saoire agus cinnteoidh siad go leanfaidh rannpháirtíocht an ranga in imeachtaí scoile de ghnáth.

Teidlíochtaí Saoire Poiblí

Rachaidh teidlíochtaí ag eascairt ó laethanta saoire macasamhail laethanta saoire bainc chun sochair do mhúinteoir postroinnte a bhí le bheith ar dhualgas ar a leitheid de lá. I gcásanna mar seo, áfach, d'fhéadfadh an fostóir an gnáthchóras tinrimh a athrú beagainín chun ligean don beirt chomhphairtí comhroinnte poist an tairbhe céanna a bhaint as dúnadh scoileanna.

Beidh sé de dhualgas ar an mbeirt mhúinteoirí sa socrú post-roinnt líon na laethanta a oibrítear ag deireadh gach téarma a ríomh ag cinntiú cóimheas 50:50 agus é sin a thuairisciú don phríomhoide.

Rannpháirtíocht Tuismitheoirí

- Cuirfear tuismitheoirí an ranga / na ndaltaí a bhfuil baint acu le Scéim Comhroinnte Poist ar an eolas ag am iomchuí go mbeidh Múinteoirí Comhroinnte Poist ag múineadh a bpáistí an scoilbhliain dar gcionn. Is gnách go dtarlóidh sé seo i dTéarma 3 trí litir chuig tuismitheoirí ag cur in iúl dóibh faoin gcinneadh agus ag tabhairt cuireadh dóibh freastal ar chruinniú ar líne más mian leo tuilleadh faisnéise / soiléirithe a fháil maidir leis an scéim Comhroinnt Poist.
- Bheadh ar an mbeirt mhúinteoirí a bhfuil a nIarratas Comhroinnte Poist ceadaithe ag an mBord, freastal ar chruinniú den sórt sin. Cuirfidh an beirt mhúinteoir seisiún faisnéise i láthair, in éineacht leis an bPríomhoide, do thuismitheoirí ag míniú na straitéise a úsáidtear chun an rang a bhainistiú, a theagasc agus a mheas trí scéim roinnte poist. Má shíneann an scéim roinnte post níos mó ná bliain amháin tionólfar cruinniú faisnéise do gach bliain d'oibriú na scéimeanna.
- I gcás múinteoirí Oideachas Speisialta ag roinnt poist, cuirfear tuismitheoirí ar an eolas de ghnáth ag tús na scoilbhliana lena mbaineann an Scéim Comhroinnte Poist nuair a aithnítear cé hiad na páistí a bheidh ag freastal orthu.

Éirí as post agus post á roinnt

Is í an fostréimhse socrú Comhroinnte Poist ná Scoilbhliain iomlán amháin. Mar sin, ní féidir le múinteoir éirí as socrú Comhroinnte Poist chun filleadh ar theagasc go lánaimseartha ina scoil / scoil le linn na scoilbhliana.

Ní mór do Mhúinteoir Comhroinnte Poist ar mian leis éirí as a p(h)ost teagaisc (seachas éirí as a socrú Comhroinnte Poist) fógra i scríbhinn a thabhairt don Bhord Bainistíochta (nó Boird Bainistíochta i gcás ina bhfuil Scéim Comhroinnte Poist Idir-Scoile). de réir théarmaí fostaíochta na múinteoirí. Caithfidh an Múinteoir Comhroinnte Poist atá fágtha múinteoir buan eile a lorg chun comhroinnt poist leis/ léi nó mar mhalairt air sin caithfidh sé/sí teagasc lánaimseartha a atosú. Ba chóir a chur in iúl don mhúinteoir sealadach freisin go bhféadfar deireadh a chur lena c(h)eapachán má éiríonn duine de na Múinteoirí sa socrú as a p(h)ost.

Maoirseacht Clóis

Glacfaidh múinteoirí atá ag Comhroinnt Poist dualgaisí diúite *pro-rata* agus beidh post amháin á roinnt ag an mbeirt mhúinteoir.

Poist Freagrachta

Féadfar cead a thabhairt do shealbhóir poist freagrachta speisialta post a roinnt. Ba cheart don Bhord Bainistíochta, áfach, dualgais an phoist a scrúdú, ag cinntiú gur féidir na dualgais a chomhlíonadh go hiomlán le linn na dtréimhsí atá an múinteoir le dualgais speisialta ag comhroinnt poist. Nuair a chinntítear gur féidir na dualgais a chomhlíonadh, leanfaidh an múinteoir dualgais speisialta le dualgais iomlána an phoist a chomhlíonadh agus íocfar é/í beirt réir.

Má bheartaíonn sealbhóirí poist atá ag roinnt poist a liúntas iomlán don phost sin a choinneáil, beidh orthu freastal ar gach cruinniú a bhaineann leis an bpost freagartha sin. Agus iarratas á dhéanamh aige/aici ar chomhroinnt poist, ba cheart do shealbhóir an phoist imlíne a thabhairt i ndoiciméad ar leith don Bhord Bainistíochta ar an gcaoi a bhfuil sé ar intinn aige/aici gach gné beirt p(h)ost a dhéanamh.

Róil agus Freagrachtaí

Tá sé de dhuilgias ag na páirtithe leasmhara go léir (baill foirne, tuismitheoirí agus BOM) eolas a chur ar théarmaí an pholasaí seo agus cur go dearfach lena chur i bhfeidhm go leanúnach i suíomh na scoile.

Tugtar breac-chuntas ar na socruithe agus na riachtanais maidir leis na saincheisteanna / freagrachtaí seo a leanas i gCiorcláin ábhartha reatha ón ROS. Ba chóir do mhúinteoirí ar spéis leo a bheith páirteach (nó a bheith bainteach cheana) i Scéimeanna Comhroinnte Poist dul i gcomhairle leis na ciorcláin seo chun soiléireacht tuisceana a chinntiú maidir le:

- Poist Freagrachta agus Comhroinnt Poist
- Ag atosú ar an Teagasc Lánaimseartha
- Tuarastal agus atosú ar Mhúinteoireacht go lánaimseartha
- Seirbhís agus Sinsearach do Mhúinteoirí ag comhroinnt post

- Teidil Saoire
- Saoire Méala / Saoire chun aire a thabhairt do ghaol ata tinn
- Saoire thinnis
- Saoire Mháithreachais /Uchtála / Saoire do Thuismitheoirí
- Fostaíocht Lasmuigh
- Aoisliúntas
- Scéim Comhroinnte Poist do Mhúinteoirí, Eagrán 2, Caibidil 9

Meastóireacht / Athbhreithniú

Déanfar athbhreithniú ar an bpolasaí seo ar bhonn leanúnach agus féadfar leasuithe a dhéanamh ar an bpolasaí i bhfianaise

- Aiseolas ó na páirtithe leasmhara
- Oibriú éifeachtach agus rianúil na Scéime Comhroinnte Poist
- Buntáistí don scoil a éiríonn as cur i bhfeidhm an pholasaí um Chomhroinnt Post.
- Ciorcláin agus Treoirínte Athbhreithnithe / Nua de chuid na Roinne

Daingniú, Foilsiú agus Cumarsáid

Dhaingnigh an BOM an polasaí seo ar an 26.10.23. Cuireadh cóip den pholasaí comhroinnte post ar fáil do gach ball foirne agus do na dtuismitheoirí.

Gaelscoil Raifteirí - Job Sharing Policy



Policy Statement

This document sets out the Teacher Job Sharing Policy for Gaelscoil Raifteirí. As defined in Circular 0075/2015 “the purpose of the job sharing scheme is to assist teachers in combining work with personal responsibilities or choices.” As outlined in Circular 0075/2015 each employer shall develop and maintain a policy statement specific to the needs of the school in relation to the approval of job sharing arrangements.

Scope

This policy has been drawn up in consultation with the Board of Management and staff of Gaelscoil Raifteirí and has been approved and adopted by the Board of Management on the 26.10.23. The policy applies to the teaching staff within the school.

Aims and Purposes

- To clarify the issues relating to job-sharing for all the stakeholders - staff, board of management and parents.
- To ensure the smooth operation of the school whilst job sharing is in progress.
- To ensure that all stakeholders are aware of the policy and the issues in relation to job-sharing.
- To inform staff members of what is expected of them for the duration of the job-sharing.
- To explain the criteria used to assess job-sharing applications.
- To explain criteria used to select candidates if more than the permitted number apply.

Procedures/Guidelines

In drawing up this policy, the relevant Circulars from the Department of Education and Skills (DES) were consulted to provide guidance in relation to all matters pertaining to Job Sharing in Gaelscoil Raifteirí, and to ensure that the policy is in compliance with DES Guidelines.

All persons wishing to apply for Job Sharing are expected to familiarise themselves with the details of the Job Sharing Scheme as outlined in all relevant Circulars from the DES (see www.education.ie), which are subject to review by the DES from time to time.

This Job Sharing Policy should be read and understood within the context of all current, relevant DES Circulars. The policy is specific to the needs of Gaelscoil Raifteirí. In drawing up the policy on Job Sharing, the welfare and educational needs of pupils take precedence over all other considerations.

Eligibility

All permanent teachers employed in Gaelscoil Raifteirí with at least one years' service in a permanent capacity, are eligible to apply for Job Sharing, with the exclusion of the Principal (the importance of the leadership function of a Principal precludes this role from being shared) and teachers on Probation.

A Deputy Principal may apply for Job-Sharing but will be required to relinquish their post for the duration.

Teachers who are currently on secondment or are going on secondment cannot job share for the duration of the secondment. However, a teacher on a Career Break, secondment, or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

Job-sharing applications will only be considered from:

- permanent staff members of Gaelscoil Raifteirí who wish to share within the school
- a teacher in Gaelscoil Raifteirí who wishes to job-share in another school
- a permanent staff member of Gaelscoil Raifteirí who wishes to job share in this school with a probated teacher from another school.

There is also a provision for a job sharing arrangement involving permanent teachers and temporary teachers in cases where no permanent teacher was available to job share in the teacher's own school. In addition to the conditions which apply in the case of the general job sharing scheme, the arrangement is subject to the following conditions

- the arrangement would apply for one school year
- the temporary teacher would be a fully qualified, probated, teaching council registered, garda-vetted primary teacher with at least 2 years teaching service in the past, and have an excellent standard of Irish, both written and spoken.

- The temporary teacher would commit to the job sharing scheme for the duration for the full school year.
- If for any reason, the temporary teacher left the job sharing post, the permanent teacher would return to his/her teaching post on a full time basis immediately.

The Board of Management will consider all applications on their merit and adjudicate on the matter.

Number of Teachers to be involved

The Board of Management will consider all applications on their merit and adjudicate on the matter, bearing in mind that the welfare and educational needs of pupils take precedence over all other considerations.

The Board of Management of Gaelscoil Raifteiri has determined that no more than one job may be shared under the Job-Sharing arrangement in any one school year. The BOM also will take into account the number of teachers predicted to be on other leaves of absence in any given year due to career breaks, secondment or teacher exchange.

Should the number of applications exceed the maximum number of positions available, the Board will employ the following criteria to adjudicate which applications are successful:

- Each application will be adjudicated on its own merit and the circumstances of each application will be considered on an individual basis.
- Having considered each application on its own merit, all things being equal and in the absence of particular extenuating circumstances, the Board will consider the length of time existing Job-Sharing teachers have availed of Job-Sharing with a view to facilitating those who wish to avail of the facility and have not had the opportunity heretofore.

It should be noted that the Board of Management is under **no obligation** to approve Job Sharing arrangements and can, as it sees fit, refuse some or all applications at its absolute discretion.

Duration of Job Sharing Arrangement

The minimum period for which a Job Sharing arrangement may occur is one full school year. However, the Board of Management reserves the right to review and - if deemed necessary - to terminate a Job Sharing arrangement during a school year if the Board decides that the arrangement is not operating in the best interests of pupils. At the time of his/her appointment, the temporary (Fixed Purpose) replacement teacher will also be made aware that his/her appointment shall be terminated if the Board decides that a Job Sharing arrangement should be terminated in the best interests of the pupils.

If, for any reason, the teacher covering a job share post leaves the Job Sharing post, the permanent teacher would return to his/her teaching post on a full time basis immediately.

Applying for Job Sharing:

A teacher seeking to job-share must submit the prescribed application form JS1 attached to circular 0075/2015 to the Board of Management of Gaelscoil Raifteiri, not later than the 1st February prior to the school year in

which he/she proposes to commence/continue job sharing. A teacher who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis no later than 1st February.

Each application for a Job-Sharing Arrangement will be considered by the Board on its merits taking into consideration the exigencies and development needs of the school at the time of application. The decision of the Board of Management shall be final.

In the case of inter school job sharing, the Board of Management reserves the right to interview the proposed job sharing partner before approving the arrangement. An outside teacher who wishes to job share within the school must include a written reference from his/her principal and must submit a record of attendance.

Should the Board of Management of Gaelscoil Raifteirí be the employer who hosts the teachers availing of the inter school job-sharing arrangement, it is considered to be the employer for both job sharers for the duration of the job sharing period and the teacher should sign a Form of Agreement with the Board of Management.

As this is a discretionary type of leave, the Board of Management must list the names of all teachers availing of job sharing arrangements on the annual change of staff form that is returned to the Dept of Education and Skills. The job sharing application must be retained in the school.

Approval of Job Sharing

The Principal will be required to inform the Board of Management regarding a proposal to Job Share. Specifically, the Principal will be asked to outline for the Board (where both teachers are from Gaelscoil Raifteirí):

- The extent to which the two proposed Job Sharers are compatible, co-operative, flexible, and complement each other's skills and professionalism.
- The levels of organisational and communication skills displayed by the proposed partners.

Each application for a Job-Sharing Arrangement will be considered by the Board on its merits taking into consideration the exigencies and development needs of the school at the time of application with particular regard to:

- the number of post holders who are permitted to job-share,
- the number of teachers in the school who are likely to be on approved leave of absence
- the overall number of temporary teachers within the school due to teachers availing of, or applying for, special leave of absence (e.g. job-sharing, career break, study leave, secondment etc.), and
- The capacity of the school to recruit and retain suitably qualified temporary replacement teachers.

It should be noted that the Board of Management is under no obligation to approve Job Sharing arrangements and can, as it sees fit, refuse some or all applications at its absolute discretion. The welfare and educational needs of pupils take precedence over all other considerations.

The Board will consider each application and will convey a decision in writing by 1st March at the latest.

Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a job sharing 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. This should be included in the notice from the school to the teacher.

In exceptional circumstances if the applicant can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a job sharing scheme and/or an earlier return to full-time employment may be considered by the Board of Management. However, such an application may not be considered beyond 1st November.

The Board is required to inform the Department of Education and Skills of all approved applications for Job sharing before 10th April. All Job Sharing Applications will be subject to the final approval of the DES.

Job sharing teachers are required to sign a "terms of agreement" indicating their acceptance of the specific conditions applied to their job sharing application. 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 the pupils and the school.

Should the number of applications exceed the maximum number of positions available, the Board will employ the following criteria to adjudicate which applications are successful:

- Each application will be adjudicated on its own merit and the circumstances of each application will be considered on an individual basis
- Having considered each application on its own merit, all things being equal and in the absence of particular extenuating circumstances, the Board will consider the length of time existing Job-Sharing teachers have availed of Job-Sharing with a view to facilitating those who wish to avail of the facility and have not had the opportunity heretofore.

Planning

Teachers wishing to Job Share will be required to submit a written Plean Oibre to the Board of Management. This may be in the form of a termly or a yearly scheme.

The Plean Oibre must include:

- Proposed timetable for the school year (ensuring both teachers teach an equal amount of days) in line with the school's calendar for the job share year.
- Availability of teachers for staff meetings and meetings with parents (information meetings, parent/teacher meetings etc)
- The frequency of hand over planning meetings/communications (telephone calls, shared folder on Google Drive) between the applicants to plan and discuss their work-
- The Plean Oibre must address in an appropriate manner the following issues: the need for continuity, the need for planning for an agreed methodology, and an agreed approach to disciplinary matters. It should also provide for the use of the combined talents of both teachers as well as assigning responsibility. The Plean Oibre should comply with School Policies and should address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other).

- The Plean Oibre must address the need for continuity and consistency in programme planning, record keeping, classroom organisation, teaching methodologies and the need for an agreed approach to discipline matters and parent teacher contact.
- Where a job share occurs in a mainstream setting- the Plean Oibre will include a proposed curricular timetable and subject plan for the agreement of the principal.
- The Plean Oibre should provide for the use of the combined talents of both teachers as well as assigning responsibility. The Plean Oibre should comply with School Policies and should address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other). Plans, profiles, record keeping files etc should be made available for substitute teachers.
- The Principal will be centrally involved in all stages of the planning of the Job Sharing arrangement. In considering application for Job Sharing, the Board shall satisfy itself that the Plean Oibre adequately addresses all of the key issues outlined above.
- The above will also apply insofar as appropriate to Special Education Team (Resource Teachers, Learning Support and Language Support) teachers involved in Job Sharing
- The Board reserves the right to terminate the job share arrangement if it is not satisfied that the Plean Oibre adequately addresses all of the key issues outlined above.

Planning for the class of job-sharing teachers

Job sharing teachers shall prepare together:

- A full year's work-plan in consultation with the Principal. This may be presented termly if agreed by the Principal.
- A fortnightly scheme for the class/pupils prepared by both teachers
- At the end of each month both teachers shall complete a detailed Cuntas Míosúil detailing the curriculum taught and the progress made by the children during the month under both teachers. This will be emailed to the Principal.
- Copies of the long-term plan, short-term plans and monthly reports shall be presented to the Principal Teacher at the appropriate times.
- Together, both teachers shall prepare an agreed weekly and daily timetable. A copy of this must be given to the Principal and kept in his/her office with a copy retained in the classroom to be made available for a substitute teacher.
- Job sharers are required to maintain a shared diary in which records of progress, behaviour issues, meetings with parents, payments of money, and all other relevant events shall be noted.
- Job Sharing Teachers are required to be available for relevant Parent/Teacher Meetings.
- Plans, profiles, record keeping files etc. should be made available for substitute teachers.
- At the end of the school year both teachers shall prepare the school reports together
- If the job share position is in SET, both teachers will be required to prepare and review School support plans for the children they are teaching.
- Meetings, telephone calls or virtual meetings (via Google Meet, Zoom) should take place as regularly as each job-sharing partnership deems necessary in order to discuss their work and to ensure detailed short-term planning occurs and children's progress is discussed. Frequency of these meetings should be outlined in the Plean Oibre.
- As a general principle both teachers will display significant flexibility in relation to the class's participation in school events so that they shall continue to happen normally.

Class Levels

In deciding the Class Levels which may involve a Job Sharing Scheme, the welfare and educational needs of pupils take precedence over all other considerations. Job-sharing teachers in Gaelscoil Raifteirí will not teach Junior Infants or 6th Class. Special accounts must be taken of pupils who might be regarded as vulnerable or having special needs. The allocation of Classes/Teaching Duties must take account of Job Sharing applications and **remains the decision of the Principal.** In deciding the class levels/teaching duties which may involve a job sharing scheme, the welfare and educational needs of pupils take precedence over all other considerations.

Time Sharing Arrangements

In deciding the time sharing arrangements to be adopted, the welfare and educational needs of pupils take precedence over all other considerations. With this in mind the Board is prepared to endorse a split week only. In the case of a job share arrangement in SEN setting, the possibility of set days may be considered depending on the needs of the school at the given time. The Board will have the final say with regard to time-sharing and arrangements and each job share will be considered separately.

Appointment of a replacement teacher

Where a replacement teacher is to be employed, the position must be filled in accordance with current rules for teacher recruitment. Where a replacement teacher is to be employed he/she shall be offered a specified purpose (fixed term) contract. Such a contract must include a condition that the contract will terminate on the job sharing teacher resigning, retiring or returning to full time employment or the following 31st August whichever happens first.

An exception arises in the event that one of the Job Sharers has been placed/is due to be placed on the panel of redeployment. In this instance, he/she may defer his/her panel rights to engage in job sharing. However, a consequential vacancy will not arise in this case.

Position regarding attendance at in-service courses (including curriculum courses) Croke Park days/hours. School planning days and EPV Days.

- A job sharing teacher is required to be available for all relevant staff meetings, team planning meetings and parent/teacher meetings in accordance with school policy and agreements.
- The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing. It is the responsibility of the job-sharing teacher to convey any communications made to the staff at Croke Park hours etc to the other teacher
- Job share teachers may also be required to attend in-service courses (including curriculum courses). Job Sharing Teachers who attend In-Service Courses/School planning days on days they are not due to teach shall be granted leave in lieu of such Courses/Planning Days in respect of the In-Service Course Day(s).
- Teachers involved in a Job Sharing Scheme shall take no more than 3 EPV ('Course') days each.

- As a general rule both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events will continue to happen normally.

Public Holiday Entitlements

Entitlements arising to a job sharing teacher from e.g. bank holidays, will accrue to the teacher who would otherwise be scheduled for duty on the day in question. In such cases however, the normal attendance regime will, where necessary, be varied slightly by the employer with a view to allowing both job sharing partners to benefit equally from school closures.

It will be the duty of both teachers in the job share arrangement to calculate the number of days worked at the end of each term ensuring a 50:50 ratio and to report same to the principal.

Parental Involvement

- The parents of the class(es)/pupils involved with a Job Sharing Scheme will be informed at an appropriate time that their children will be taught by Job Sharing Teachers in the following school year. This will normally happen in Term 3 by means of a letter to parents advising them of the decision and inviting them to attend an online meeting if they wish to have further information/ clarification regarding the Job Sharing scheme.
- Both teachers whose Job Sharing Applications have been approved by the Board are required to attend such a meeting. Both teachers will present, along with the Principal teacher, an information session for parents explaining the strategy employed to manage, teach and assess the class through a job-sharing scheme. Should the job sharing scheme extend to more than one year an information meeting will be held for each year of the scheme's operation.
- In the case of Learning Support/Language Support and Resource Teaching, parents will normally be informed at the beginning of the school year to which the Job Sharing Scheme applies when the pupils concerned have been identified as meriting access to teachers of the Special Education Team.

Resignation while job sharing

- The minimum period of a Job Sharing arrangement is one full School Year. Therefore, a teacher cannot resign from a Job Sharing arrangement to return to teach full time in his/her school during the course of the School Year.
- A Job Sharing Teacher who wishes to resign from his/her teaching post (as opposed to resigning from their Job Sharing arrangement) must give the Board of Management (or Boards of Management where an Inter-School Job Sharing Scheme exists) notice in writing in accordance with the teachers' terms of employment. The remaining Job Sharing Teacher must seek another permanent teacher to job share with or alternatively must resume full time teaching. The temporary replacement teacher should also be made aware that his/her appointment may be terminated arising from the resignation of one of the Job Sharing Teachers.

Supervision

Job Sharing Teachers shall engage in Supervision Duty with both teachers sharing one post.

Posts of Responsibility

A special duties Post of Responsibility holder may be allowed to job-share. However, the Board of Management should examine the duties of the post to examine whether the duties can be carried out in full during the periods of attendance of a job-sharing special duties teacher. Where it is decided that the duties can be performed, the special duties teacher will continue to perform the full duties of the post and will be paid accordingly.

Post-holders who are job-sharing and who opt to retain the full post-holder's allowance, shall attend all meetings relevant to that post-holder's duties. When applying to job-share, the post-holder should outline in a separate document to the Board of Management exactly how they intend to carry out each aspect of their post.

Roles and Responsibilities

It is the responsibility of all the stakeholders (staff, parents and BOM) to familiarise themselves with the terms of this policy and to contribute positively to its on-going implementation within the school setting.

The arrangements and requirements regarding the following issues/responsibilities are outlined in current, relevant Circulars from the DES. These circulars should be consulted by teachers interested in becoming involved (or already involved) in Job Sharing Schemes to ensure clarity of understanding regarding same

- Posts of Responsibility and Job Sharing;
- Resuming Full Time Teaching
- Payment of Salary on Resumption to Full Time Teaching
- Position regarding Reckoning of Service and Seniority for Job Sharing Teachers
- Leave Entitlements
- Bereavement Leave/Leave to Look after Sick Relative
- Sick Leave; H) Maternity/Adoptive Leave/Parental Leave
- Outside Employment
- Superannuation
- Job Sharing Scheme for Teachers, Edition 2, Chapter 9

Evaluation/Review

The policy will be subject to evaluation/review on an on-going basis and amendments may be made to the policy in light of

- Feedback from the stakeholders
- The efficient and smooth operation of Job Sharing Scheme(s)
- Benefits to the school arising from the implementation of the Job Sharing policy.
- Revised/New DES Circulars and Guidelines.

Ratification, Publication and Communication

This policy was ratified by the Board of Management on 26.10.23. A copy of the job sharing policy was made available to all members of staff, parents association.

Siniú _____ :
Cathairleach an Bhoird Bhainistíochta

Dáta: 26.10.23

Siniú: _____
Príomhoide

Dáta: 26.10.23