



## Information Note TC/IN 0006/2023

To: The Managerial Authorities of Recognised Primary, Secondary, Community  
and Comprehensive Schools and  
The Chief Executives of Education and Training Boards

### Temporary changes to the Job Sharing Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools - 2023/24 School Year

#### 1. Introduction

- 1.1 In response to issues raised in relation to teacher supply, the restriction of engaging in substitute teaching imposed in the [Job Sharing Scheme](#) as contained in Chapter 8 (Paragraph 11.1(a)) of Circular 54/2019 was suspended for the 2021/22 and 2022/23 school years. This Information Note advises that the restriction will also be suspended for the 2023/24 school year.
- 1.2 A Job Sharing teacher may now be employed to work in a substitute capacity in any school, during the period they are rostered off duty.

#### 2. Pay Arrangements

- 2.1 A Job Sharing teacher who is employed in a substitute capacity will be paid the personal rate of pay (including personal allowances).
- 2.2 Such substitute teaching will count towards progression on the incremental salary scale and superannuation. This is subject to the requirement that a Job Sharing teacher can advance to the next incremental point on the scale only after a minimum of 365 days after the last increment was awarded.
- 2.3 A Job Sharing teacher undertaking a combination of work in a job-sharing capacity and as a substitute is not permitted to exceed the maximum number of weekly contracted hours of a full time teacher.

#### 3. Circulation of Information Note

- 3.1 Please ensure this Information Note is circulated to all members of the Board of Management/Education and Training Boards and its contents are brought



to the attention of all teachers in your employment, including those on leave of absence.

- 3.2 This Information Note replaces Information Note TC 0007/2022.
- 3.3 The Information Note can be accessed on the Department's website at [www.gov.ie](http://www.gov.ie).

**James Walsh**  
**Principal Officer**  
**Teacher/SNA Terms & Conditions Section**

**13 July 2023**