



**COOLMINE
COMMUNITY
SCHOOL**

**SCOIL
PHOBAIL
CHÚIL MHÍN**

**CAREER BREAK,
JOB SHARING &
SECONDMENT
POLICY**

**SOS GAIRME,
COMHROINNT POST
AGUS BEARTAS
IASACHTAITHE**

**CLONSILLA, DUBLIN 15.
CLUAIN SAILEACH, BAC 15.**

Career Break, Job Sharing & Secondment Policy

**SOS GAIRME, COMHROINNT POST AGUS BEARTAS
IASACHTAITHE**

STATEMENT

WE STRIVE TO CREATE AN
ATMOSPHERE OF MUTUAL
RESPECT WHICH PROMOTES
EXCELLENCE IN ALL
ASPECTS OF SCHOOL LIFE
AND ALLOWS INDIVIDUALS
TO REALISE THEIR FULL
POTENTIAL

Career Break, Job Sharing & Secondment Policy

INTRODUCTION / RÉAMHRÁ

The Board of Management of Coolmine Community School has consulted with the principal partners involved in the education of our pupils in the formation of the school's policy on career break, job sharing and secondment leave and other forms of leave by teachers.

The Board of Management has made every effort to balance the legitimate expectations of teachers with the needs of pupils in this policy.

In order to achieve this balance the Board will consider all applications for job-sharing, career breaks and secondments taking into account its statutory obligations as outlined in the Department of Education and Skills web book 'Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools', Circular 107/2006, and the Education Act 1998. In particular, the Board recognises that in drawing up this policy the welfare and educational needs of the pupils shall take precedence over all other considerations.

Taking these factors into consideration the Board of Management must take account of:

- The overall number of teachers who are not in the school on a full-time basis.
- The requirement that subject departments are not weakened by granting job-sharing, career breaks, secondments, study leave which would result in creating an imbalance in any subject department.

The Board shall have due regard to the capacity of the school to meet its obligations to its pupils and may therefore apply a limit to the number of teaching staff that may avail of non-statutory leave schemes at any one time. The Board must consider applications in the context of other non-statutory leave and statutory leave and also take into account the availability of an appropriately qualified replacement teacher.

Considerations:

- The Board of Management recognises the benefits of the Department of Education and Skills schemes for teachers in relation to career

Career Break, Job Sharing & Secondment Policy

breaks, job-sharing and secondment. These schemes provide family friendly working arrangements for those teachers who need them on a temporary basis. They provide teachers with the opportunities to further their professional and personal development through the acquisition of professional skills, academic qualifications, and alternative experiences, which may directly benefit the pupils they teach in our school.

- Important factors in the stability of our school are the continuity of teaching, the professionalism and expertise of our staff, and an appropriate balance between the number of long-serving members of staff and those who may be inexperienced or novice teachers.
- An important consideration is that the school may have a limited number of suitably qualified and experienced personnel to draw on when seeking replacement teachers for job-sharing since replacement teachers will always be appointed as temporary. If ongoing replacements are required the school may have to substitute further replacements in the event that the temporary teachers seek more permanent employment elsewhere.
- Teachers participating in the job-sharing scheme must be aware that the arrangement may be terminated at any time if it is not operating in the best interests of pupils.
- In these circumstances the Board of Management must seek to strike a balance between the needs of teachers and pupils and the long-term good of the school as a stable educational environment and work place. Such a balanced approach will prevent the tendency towards the casualization of the school's teaching team and will provide the best learning environment for pupils.
- The Board of Management has a responsibility to ensure that particular subject departments are not weakened by granting job-sharing, career-break, secondment, study leave etc which would result in creating an imbalance in any subject department, leading to the undermining of the stability of a subject department or otherwise weakening that department.
- The moratorium on Posts of Responsibility in place since 27th March 2009 means that the Board of Management may be unable to replace an absent post holder subject to limited alleviation numbers. The

Career Break, Job Sharing & Secondment Policy

Board of Management has a responsibility to ensure that there is an effective and adequate middle management structure in the school.

- The Board of Management will endeavour to consider favourably applications for career breaks and job sharing, bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations.

Eligibility:

- Permanent, CID, RPT (with duration not extending beyond the date of termination of a fixed term contract) up to compulsory retirement age.
- Teachers must be registered with the Teaching Council to be eligible.
- Teachers must have satisfactorily completed at least 12 months of continuous service with the school.

Criteria:

The Board of Management shall carefully consider how the granting of career break, job sharing or secondment might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of career breaks and job sharing will be determined in accordance with the web book 'Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools' and the granting of secondments will be determined in accordance with Circular Letter 107/ 2006, **and** by the criteria outlined below. Please note that the criteria hereunder are not exhaustive and are not necessarily in order of priority.

- The welfare and educational needs of students.
- The curricular needs of the school, including the number of applicants from particular subject departments.
- The overall number of teachers on leave during the school year in question.
- The eligibility of applications with reference to the various circular letters from the Department of Education and Skills.
- The case made by the teacher in his/ her application.
- The balance between the individual needs of the teacher applicants, and the number of applications received.

Career Break, Job Sharing & Secondment Policy

- The anticipated benefit to be gained by the teacher and, consequently, the students taught by that teacher.
- The practicalities of facilitating teachers seeking career breaks/ job sharing/ secondments by school timetable arrangements. Resultant time-tables should not impact negatively on the time-tables of students or on time-tables for other teachers. However, within these constraints, teachers seeking career breaks/ job sharing/ secondments should be facilitated insofar as is possible.
- The staffing quota allocated to the school for the following school year.
- The availability of an appropriately qualified replacement teacher.
- The anticipated effect on the ratio of permanent to temporary staff in the school.
- The anticipated effect on the middle management structure of the school.
- The amount of leave previously granted to applicant teachers.
- The arrangements available for the teaching of classes.

Career Break

Application:

- Applicants for a career break must submit a written application to the school not later than 1st February of each school year prior to that in which s/he proposes to commence / continue the career break. The application must provide clear details of the exact purpose of the career break.
- The Board of Management shall issue a written notice of approval or refusal to the teacher by 1st March at the latest. Where an application for a career break is refused the Board will inform the applicant in writing, setting out the grounds for the refusal.
- Taking account of the extent of arrangements to be put in place by the School to cater for the career break, the applicant shall not be permitted to withdraw his/her application after the 14th April.
- A late application may be considered by the School in exceptional circumstances.

Duration:

- A teacher may engage in this scheme subject to an overall maximum absence of 10 years in the course of his/her professional career.
- A career break shall be a period of not less than 1 school year and may be extended on an annual basis provided the total period of the career break does not exceed 5 years at any one time.
- A subsequent career break may not be taken until the teacher has served for a period equal to the duration of the previous career break. In the case of a teacher wishing to avail of a career break to undertake voluntary service abroad, missionary, diplomatic, military, Oireachtas, or study leave this requirement will be waived.

Career Break, Job Sharing & Secondment Policy

- A career break shall commence on the start of a school year and a return to duty in the School shall not be permitted other than on the start of a succeeding school year.

Resumption of Duty following a Career Break:

- A teacher must notify the Board by the 1st February of his/ her intention to return to teaching from a career break at the beginning of the next school year. Failure to do so may result in the return being deferred for a further school year (e.g. in the event that the late notification resulted in contractual difficulties for the employer).
- It is the responsibility of the teacher returning from a career break to ensure that s/he is registered with the Teaching Council on the intended date of resumption.
- A teacher returning from a career break in excess of two school years shall be screened by the Occupational Health Service (OHS). It is a pre-requisite for the restoration of salary that the teacher is deemed medically fit for teaching duties by the OHS before s/he is permitted to resume his/her teaching post.
- A teacher returning from career break must comply with the vetting regulations in operation at the time of return.
- The terms and conditions of teachers in general including the terms of any redeployment scheme existing at time of return shall apply to a teacher resuming duty after a career break.

Posts of Responsibility

- A teacher on career break will retain eligibility to apply for a Post of Responsibility which occurs in the school and s/he shall be notified of any vacancies via his/her school e-mail address by the School.

Career Break, Job Sharing & Secondment Policy

Teaching whilst on Career Break

- A teacher on a career break is precluded from taking up an appointment in any capacity in any school within the State. In exceptional circumstances a teacher on a career break may be employed in a Post Primary school for a maximum of 300 hours in a school year.

Job Sharing

Application:

- Applications for a job share should be made on form JS1 attached to the Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools and submitted not later than 1st February of each school year prior to that in which s/he proposes to commence/ continue the job share.
- The Board of Management shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by 1st March at the latest.
- Taking account of the extent of arrangements to be put in place by the School 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 teachers' contract has been signed, whichever happens first. This will be included in the notice from the School to the teacher.

Duration:

- The minimum period for which a job sharing arrangement may occur is one school year.
- In exceptional circumstances the Board of Management may authorise a job sharing arrangement to commence during the course of the school year and terminate not earlier than the end of that same school year.

Duties:

- Arrangements should be made so that appropriate communication processes are in place between teachers sharing a post in order for them to fulfil the responsibilities of the post.

Career Break, Job Sharing & Secondment Policy

- A job-sharing teacher must be available for relevant subject, staff and parent 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 (e.g. S&S, Croke Park Hours)
- Job-sharing teachers may not engage in any substitute teaching or act as a special needs assistant in any school.
- It is not permissible for a job-sharing teacher to engage in outside employment without the consent of the employer.

Termination/ Resumption of Duty:

- Teachers participating in the job-sharing scheme accept that the arrangement may be terminated at any time if it is not operating in the best interests of pupils.

Posts of Responsibility

- An Assistant Principal or a Special Duties Teacher may retain his/her post of responsibility allowance while job sharing provided the employer decides that the duties of the post can be performed in full.
- Where an employer decides that it is not possible for the job sharing teacher to perform the full duties of the Assistant Principal or Special Duties post, s/he shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of fulltime duties.
- The acting post holder will not establish personal title to the allowance and will relinquish same when the Job Sharer resumes full time duties.

Career Break, Job Sharing & Secondment Policy

Secondment (CL 107/06)

Duration:

- To avoid disruption to the work of the School, the minimum period for which a secondment may be granted shall normally be one school year commencing on 1st September and ending on the following 31st August. In exceptional cases, where a secondment commences after 1st September, the period of secondment shall end on the following 31st August.
- Where the services of the secondee are required for a period longer than one school year the period may be extended in increments of one full year. In such cases approval shall be subject to the following maxima being adhered to:
 - (a) A maximum period of ten school years for secondments to Department-approved national programmes;
 - (b) A maximum period of nine school years for secondments to European Schools subject to terms and conditions of appointment to those schools;
 - (c) A maximum period of five school years for all secondments in other cases.
- In the case of a secondment to a Department-approved national programme, the full period of the secondment may be agreed between the secondee, the school authority, the host organisation and the Department at the start of the secondment arrangement.
- Notwithstanding this, the School, having given reasonable notice to the host organisation and the secondee, has the right to terminate a secondment to ensure that the educational needs of the school are given priority.

Career Break, Job Sharing & Secondment Policy

- Where a secondee continues in the employment of the host organisation beyond the limits set out in this circular, s/he shall be regarded as having resigned from his/her teaching post.

Posts of Responsibility

- A secondee's seniority in the School shall not be affected by participation in a secondment arrangement and the secondee shall be notified via his/ her School e-mail address by the managerial authority of any post of responsibility that may become vacant in the school in the course of the secondment.
- Where the secondee is appointed to a vacant post of responsibility in the course of the secondment,
 - (a) the appropriate post of responsibility allowance will not be paid to this teacher until s/he returns to his/her teaching post in the school;
 - (b) the vacant post of responsibility may be filled on a temporary basis for the duration of the secondment.
- A post of responsibility vacated by a secondee, and which is within the school's quota, shall be filled on a temporary basis for the duration of the secondment.

General Guidelines

Each application for a career break, job share or secondment shall be considered on its own merits by the Board of Management within the context of the school's policy statement.

- Applications (for career breaks, job sharing and secondments) may be initially screened by a subcommittee of the Board of Management,

Career Break, Job Sharing & Secondment Policy

who will then make recommendations to the Board of Management in accordance with this policy and relevant circular letters.

- With regards to career breaks, job sharing and secondments, the decision of the Board of Management to refuse is final.
- Applications approved by the Board of Management will be notified to the Department of Education and Skills in accordance with procedures set out by the DES.
- Prior to the submission of applications to the Department of Education and Skills, the Board of Management will inform candidates of its decision whether to support such applications.
- Teachers approved for career breaks, job shares or secondment must respond in writing to an offer made. It will be understood that an acceptance is based on the conditions contained in the web book Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools for career break and job share, and CL 107/06 for secondment and also on the Board of Management's policy as outlined in this document.


This policy is subject to periodic review by the Board of Management in consultation with the relevant education partners.

This policy was adopted and ratified by the Board of Management at its scheduled meeting on:

18th Jan 2018

Career Break, Job Sharing & Secondment Policy

NOTES:

A large, empty rectangular box with a thin black border, intended for taking notes. It occupies the central portion of the page below the 'NOTES:' heading.



**COOLMINE
COMMUNITY
SCHOOL**

**SCOIL
PHOBAIL
CHÚIL MHÍN**

PHONE: 821 4141

FAX: 821 3374

WEB: WWW.COOLMINECS.IE

EMAIL: INFO@COOLMINECS.IE