



Crescent College Comprehensive SJ

JOB-SHARING & CAREER BREAK POLICY

11 October 2017

Job Sharing and Career Break Policy

1. Job Sharing

Arrangements set out here for job-sharing for teachers aim to facilitate the teacher in combining work with personal responsibilities or choices so far as it is practicable, while prioritising the educational needs of students.

General Arrangements:

- i. Management will consider each application on its own merits within the context of this policy. In this policy the needs of pupils shall take precedence over all other considerations.
- ii. Applications for job-sharing must be submitted using the form JS1 by February 1st. The Board of Management shall issue a written notice of approval, or refusal, by 1st March at the latest.
- iii. The decision of the Board of Management shall be final.
- iv. A teacher wishing to extend a job-sharing arrangement must apply, using form JS1, on an annual basis.
- v. A teacher who has applied for job-sharing is not permitted to withdraw his/her application after 14th April, or from once the replacement teacher's contract has been signed, whichever happens first. Normally a replacement is not recruited before 14th April.
- vi. If a teacher has agreed to undertake S&S duties in accordance with the Supervision and Substitution Scheme, he/she must be available to substitute for 3 class periods per week and a maximum of 3 hours S&S per week. A teacher may agree to undertake S&S duties for more than 3 hours in a week with the additional time being reckoned towards the annual commitment. The annual commitment for a teacher timetabled for 11 hours is 21.5 hours.
- vii. An Assistant Principal or a Special Duties Teacher may retain his/her post of responsibility allowance while job-sharing if the Board of Management is satisfied that the duties of the post can be performed in full. Where the Board of Management decides that it is not possible for the job-sharing teacher to perform the full duties of his/her Assistant Principal or SDT post, he/she will forfeit the allowance for the duration of the arrangement.
- viii. Job-sharing teachers may not engage in any substitute-teaching, act as a special needs assistant or undertake home tuition hours. It is not acceptable for a job-sharing teacher to engage in outside employment without the consent of the Board of Management.

Letter of Approval:

The school will advise applicant teachers of the following in a letter of approval:

- i. The applicant is not permitted to withdraw his/her application after 14th April.
- ii. Teachers are required to be timetabled for 11 hours per week as per DES guidelines.
- iii. A job-sharing teacher must be available for relevant staff, parent-teacher meetings of classes taught and other meetings as decided by management. A job-sharing teacher who is a Year Head would normally be expected to be at the parent-teacher meeting of the year group.

- iv. Classes will generally be timetabled over the five working days. The spread of classes will be in accordance with the completed timetable having due regard to the educational needs of the students and the efficient management of the school.
- v. It will not be possible to consider applications for timetable concessions, e.g. mornings only or late starts. Acceptance of the offer of job-sharing cannot be conditional on management conceding to such requests.
- vi. The obligation to provide additional hours under the existing Public Service Agreement is pro-rata for a teacher who is job-sharing.
- vii. Registration with the Teaching Council must be maintained.

Letter of Refusal:

In the written notice of refusal, the Board of Management will set out the basis for refusal. In reaching such a decision, the Board will have taken full cognisance of the merits of the application within the context of this policy.

2. Career Break

General Arrangements:

- a) A written application for a career break, including details of the purpose of the career break, must be made on an annual basis to the Board of Management by 1st February.
- b) A teacher returning from career break is required to inform, in writing, the Board of Management by 1st February of his/her intention to return.
- c) A teacher may apply for a career break where he/she is registered with the Teaching Council and will have completed, at the end of the school year in which they are applying, 12 months of continuous service at Crescent College.
- d) A teacher may engage in this scheme subject to an overall maximum absence of 10 years during his/her professional career.
- e) A career break shall be a period of not less than 1 school year.
- f) A career break may be extended on an annual basis provided the total period of the career break does not exceed 5 years at any one time.
- g) 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 who wishes to avail of a career break to undertake voluntary service abroad, missionary, diplomatic, military, Oireachtas or study leave this requirement will be waived.
- h) A career break shall commence from the start of a school year and a return to duty shall not be permitted other than at the start of a succeeding school year.

- i) In exceptional circumstances, a Board of Management may authorise a teacher to commence a career break during the course of a school year and terminate not earlier than the end of a school year.
- j) The duration of a career break shall not extend beyond the date of termination of a fixed term contract where the applicant is employed under such a contract or the date of compulsory retirement age.
- k) The school should consider each application on its own merits within the context of the school's policy on career breaks. In drawing up this policy, the needs of the pupils takes precedence over all other considerations.
- l) The decision of the Board of Management shall be final.

Letter of Approval:

Teachers will be advised of the following in a letter of approval:

- a) A teacher on career break is precluded from taking up an appointment in any capacity in any school within the state.
- b) In exceptional circumstances, a teacher on a career break may be employed as a substitute teacher for a maximum of 150 hours in a school year.
- c) A teacher on career break will retain eligibility to apply for a post of responsibility which occurs in the school. It is the responsibility of the teacher to inform the Board of Management of any changes to his/her contact details.
- d) It is the responsibility of the teacher to ensure that he/she is registered with the Teaching Council on the intended date of resumption.
- e) A teacher returning from career break in excess of two 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 he/she is permitted to resume his/her teaching duties.

Letter of Refusal:

In the written notice of refusal, the Board of Management will set out the basis for refusal. In reaching such a decision, the Board will have taken full cognisance of the merits of the application within the context of this policy.

Approved: *Helen O'Donnell*

Date: 11th October 2017

Helen O'Donnell
Chairperson, Board of Management