



JOB SHARING & CAREER BREAK POLICY



*Presentation Secondary School,
Milltown, Co. Kerry.*

School Mission

Our school is a Catholic school which aspires to the full development of all its members according to Christian Principles. Every effort is made to ensure that each student develops according to his/her talents and potential: physically, spiritually, emotionally, intellectually.

We aim to develop fully integrated people who are aware of their own dignity as persons, who have Christian values, who are reliable, trustworthy, honest, truthful, caring, prayerful, devoted to duty, lovers of God and of neighbour; people who are prepared to reach out to those less fortunate than themselves.

This policy aims to ensure that all students have equitable and reasonable access to our school, with consideration for personal issues/difficulties, family circumstances and other factors which may influence or determine a student's attendance at school.

Department of Education

The procedures governing the Job-Sharing/Career Break scheme for teachers are set out in DE Circular Letter 0054/2019.

The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration.

Definition

Job-Sharing is the sharing of a whole-time teaching post

- between two permanent teachers
- or
- between one permanent teacher and one or more teachers employed to teach the remaining eleven hours

Career Break is leave granted on a year-to-year basis with a maximum limit of five years leave.

Basis of the Scheme

Job Share

- a) A permanent whole-time teacher may make an application to share a whole-time teaching post on a 50:50 basis. S/he will be timetabled to teach eleven hours a week.

OR

- b) The post may be shared between two permanent whole-time teachers in the same school, or if a permanent whole-time teacher wishing to participate in the scheme does not have a job-sharing partner s/he will be timetabled to teach eleven hours per week.

The Board of Management will consider favourably requests from permanent/CID teachers to enable them to job-share/take career breaks subject to the school's policy and DE Circular Letter 0054/2019

The welfare and educational needs of the pupils will take precedence over all other considerations in the application of this policy.

Eligibility

Teachers eligible for job-sharing/career break will

- a. Have satisfactorily completed their probationary year
- b. Be permanent whole-time/CID teachers

Duration of Job-sharing/Career Break Arrangement

Not less than one school year, from the beginning of a school year

Extensions to job-sharing/career break arrangements must be applied for on an annual basis, according to the procedures outlined DE Circular Letter 0054/2019

Applications Procedures

- 1) The Board of Management alone approves job-sharing/career breaks.
- 2) All applications should be submitted the Secretary to the Board of Management on the form in DE Circular Letter 0054/2019 (Appendix A).
- 3) Latest date for applications (for job-sharing/career breaks and extensions to job-sharing/career breaks) to the Board of Management is 1st February (for February Board meeting)
- 4) Late applications may only be considered in very exceptional circumstances.
- 5) The Board of Management's decision is final and the Board shall inform applicants of outcome in writing by 1st March.
- 6) A teacher whose job-sharing/career break application has been approved and who wishes to withdraw must inform the Board of Management in writing by 14th April.
- 7) A teacher returning from career break may apply for job-sharing within the terms of this policy and DE Circular Letter 0054/201

Duties of the Job-sharing Teacher

Job-sharing teachers must make themselves available for all parent-teacher meetings, staff meetings, training etc in accordance with school policy and DE Circular Letter 0054/2019

Factors for Consideration in Granting Job-sharing/Career Break

- 1) The welfare and educational needs of the pupils will take precedence over all other considerations (DES). This may include:
 - Continuity of teaching staff
 - Subject and programme planning and provision
- 2) The number of Teachers on career break/secondment/job sharing during the year in question
- 3) The Board of Management will determine the number of job-shares, career breaks, secondment etc. it can grant for the specific school year in question.
- 4) The particular needs of teaching posts will largely determine what patterns of job-sharing are possible.
- 5) Whether the DES will allow the employment of a substitute for the teacher applying for job-sharing/career break, if the school is over quota for school year in question.
- 6) Availability of suitable substitutes, if applicable.
- 7) Any potential conflicts of interest or competition between any other employment in which the teacher wishes to engage and the educational purposes of the Board of Management.

Decision to Grant Job-sharing

The timetable arrangements for job-sharing teachers will be designed within the spirit of the scheme to facilitate the teacher so far as is practicable. However, no guarantee of specific arrangements/request can be made until timetable completion.

Every effort will be made to notify job-sharing teachers in advance of their timetabled hours and the pattern of job-sharing.

Posts of Responsibility

In considering applications from Assistant Principals (AP) or Special Duties Teacher (SD) post holders, the undertaking of the post duties of the job-sharing applicant must be affected satisfactorily. An AP or SD teacher can retain the POR allowance whilst job-sharing provided the Board of Management decides that the duties of the post can be **performed in full** by the person.

If the Board of Management decides that it is not possible for the teacher to perform the full POR duties while job-sharing, the POR allowance is forfeited. The allowance will be restored on resumption of full-time duties.

A job-sharing teacher returning to full-time employment will be assimilated to the scale appropriate to a whole-time teacher on the basis that each twelve months of job-sharing service given will reckon as six months full-time service for incremental purposes.

A teacher returning from Career Break resumes any POR they had previously held.

Outside Employment

If a job-sharing teacher wishes to engage in outside employment, permission must be obtained from the Board of Management. This permission to be sought in writing to the Secretary, Board of Management.

The Board of Management's permission will only be given where it is clear that such outside employment will not affect the teacher's work under the Board of Management or be in conflict and/or competition with it.

A job-sharing teacher may not engage in regular part-time or long-term substitute teaching unless otherwise provided for by the Department of Education.

Resumption of Duty

A teacher who intends to return to full-time teaching from job-sharing/career break must notify the Board of Management not later than 1st February.

A teacher is entitled to return to his / her post in a full-time capacity, subject to any redeployment scheme in place.

Applications for an early return to full-time employment may be considered by the board of management if the applicant can be accommodated within the approved staffing allocation.

Promotion

A job-sharing/career break teacher will be eligible for promotion, subject to the following conditions:

- If the promotion is to the Post of Principal/Deputy Principal, the post must be undertaken on a full time basis.
- For the purpose of reckonable service, credit will be given for job-sharing service on the same basis as full time service.

Leave

Certain arrangements and requirements regarding personal leave, compassionate leave, sick leave, maternity leave, adoptive leave etc are outlined in DE Circular Letter 0054/2019

Particular attention should be paid to sick leave requirements

The Board of Management will consider all applications for leave from job-sharing teachers in accordance with conditions laid down by the Department of Education and Science guidelines and the terms of DE Circular Letter 0054/2019

Review of Policy

Reviewed – December 2025

Next Review Date – December 2030

Note: It is the responsibility of the individual teacher to make whatever enquiries and arrangements as are necessary regarding issues such as, superannuation, incremental credit, promotion, leave, etc. Guidelines on these issues are to be found in DE Circular Letter 0054/2019