



Career Break, Job Share and Secondment Policy



St. Joseph's, Fairview

This document is intended to provide details of the main policies of Scoil Íosaif an Fhionnradharc in relation to career breaks. It is intended to help staff understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

Version	Description	Authors
Sep 2021	First version of policy	Board of Management

School Contact Details

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Introduction

The Board of Management of Scoil Íosaif has engaged with the relevant stakeholders involved in the education of our pupils in the formation of the school's policy on Career Breaks & Job Sharing. In doing so, the Board of Management has made every effort to balance the legitimate expectations of teachers with the over-riding needs of pupils.

In order to achieve this balance the Board will consider all applications for Career-Break, taking into account its statutory obligations as outlined in the Department of Education and Skills Circulars 18/1998, 107/2006, 10/2011 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.**

Overview of Career Break Scheme

- The main objectives of this scheme, which are not exhaustive, is for employers, wherever possible to facilitate applicants in the areas of:
 - Personal Development
 - Voluntary Service Overseas
 - Accompany spouse/partner on Diplomatic/Military Posting
 - Education
 - Public Representation
 - Childcare/Dependent care
 - Self-employment
- All teachers (registered with the Teaching Council and whose posts are fully funded from monies provided by the Oireachtas) are eligible to participate in the scheme.
- 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 one 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.
- A career break shall commence on the start of a school year and a return to duty in the school which granted the career break shall not be permitted other than on the start of a succeeding school year. In exceptional circumstances, an employer may authorise a teacher to commence a career break during the course of a school year and terminate not earlier than the end of that school year. This is deemed to be a one year career break.
- Applications for a career break from new or existing teachers on career break should be made in writing to the Board of Management by 1st March of the preceding school year. Applications which have been approved by the Board of Management will be forwarded to the DES not later than 1st May of that school year.
- Any teacher whose application for a career break in a particular school year is approved may not normally withdraw from the scheme after the 14th April of the preceding school year.
- A teacher on career break shall resume full-time employment at the end of the career break period. Teachers resuming full time employment shall be subject to the terms of any existing redeployment scheme or any redeployment scheme agreed from time to time between the management authorities, teacher's representatives and the DES.
- The duration of a career break may not extend beyond:
 - a) the date of termination of a fixed term contract where the applicant is employed under such a contract or
 - b) the date of compulsory retirement age

- A teacher who wishes to extend his/her career break must apply for this extension on an annual basis.
- A teacher on a career break is precluded from taking up an appointment in any capacity in any school within the State. Schools must give priority to qualified teachers when making appointments for periods of substitution.
- Further specific information can be sourced in relevant DES Circulars relating to:
 - Teaching whilst on a career break
 - Posts of Responsibility
 - Resignation whilst on a career break
 - Social Welfare entitlements
 - Superannuation
 - Voluntary deductions at source
 - Public Holiday entitlements

Eligibility

The following are the eligibility requirements for those wishing to apply for career breaks:

- Permanent, CID, TWT, RPT (with duration not extending beyond the date of termination of a fixed term contract) up to compulsory retirement age
- Registered with the Teaching Council
- Satisfactorily completed at least 12 months of continuous service with the school

Board of Management Considerations

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

When considering applications for career breaks, the Board of Management shall carefully consider how the granting of career break might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of career breaks will be determined in accordance with Circular Letter 10/2011, other relevant circulars and directives and by the criteria outlined below.

(1) The total number of teachers who are on career break at any one time shall not exceed 10% of the total number of whole-time equivalent teachers as defined on the schools allocation of staff rounded up to nearest whole number. The number may be varied from year to year, depending on the number of applications and the specific requirements.

Reason

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 casualisation of the school's teaching team and will provide the best learning environment for pupils

(2) The effect on particular subject departments by granting a career breaks which would result in creating an imbalance in any subject department.

Reason

The Board of Management has a responsibility to ensure that particular subject departments are not weakened by granting career-breaks 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.

(3) The effect any such arrangements would have on the balance between the number of long-serving members of staff and those who may be inexperienced or novice teachers.

Reason

The Board of Management has a responsibility to ensure that all students benefit from the availability of a mix of experienced teachers and teachers who are new to the profession or to the school

(4) The need for the school to maintain continuity of teaching for students affected by such arrangements.

Reason

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.

(5) The effect any such arrangements might have on the ability of the school to replace the teachers availing of such schemes.

Reason

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

(6) The likely availability of a suitably qualified replacement teacher to take up duty on the applicant's departure.

Reason

From time to time and for various reasons, certain subject disciplines are difficult to replace and could leave the school in a situation where they are unable to find a suitable replacement.

The Board of Management will endeavour to consider favourably applications for career breaks, bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations. In the event that some applications will have to be declined, the Board will take all of the above into account in addition to:

- The case made for the teacher's application.
- The balance between the individual needs of the teacher applicants, and the number of applications received.
- The anticipated benefit to be gained by the teacher and, consequently the students taught by that teacher.
- The amount of leave previously granted to applicant teachers.

Criteria

- 1) A teacher must participate in the scheme for a minimum period of twelve months from the beginning of the school year. Each career break arrangement must be approved annually by the Board of Management and sanctioned by the Department of Education and Skills. Each approval is for one year only and does not carry with it any expectation of tenure.
- 2) Teachers resuming full time employment shall be subject to the terms of any existing redeployment scheme or any redeployment scheme agreed from time to time between the management authorities, teacher's representatives and the Department of Education and Skills.
- 3) The Board of Management reserves the right to review or amend this policy in accordance with the needs of the school. Amendments shall be made known to the staff by the start of the second term and shall relate to the following school year.
- 4) 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 are to be found in relevant circulars.

5) A teacher whose career break application has been approved may not normally withdraw from the scheme after the 14 th April of the preceding school year.

Application

- Applicants for a career break must submit a written application to the school not later than March 1st of each school year prior to that in which s/he proposes to commence / continue the career break arrangement. The applicant must provide clear details of the exact purpose of the career break.
- If necessary, applications may be initially screened by a subcommittee of the Board of Management, who will then make recommendations to the Board of Management in accordance with relevant circular letters.
- Applications approved by the Board of Management will be submitted to the Department of Education and Skills by May 1st of that school year.
- 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 must respond in writing to an offer made. It will be understood that an acceptance is based on the conditions contained in CL 10/2011 for Career Break and also on the Board of Management's policy as outlined in this document.
- Each application for or extension of a career break shall be considered on its own merits by the employer within the context of the school's policy statement. The decision of the employer shall be final
- Where an application for a career break is refused the Board of Management will inform the applicant in writing setting out the grounds for such a refusal by April 1st at the latest.

Resumption of duties

In relation to the resumption of duty following a career break:

- A teacher on career break must notify the employer by the 1st March 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.

Job Sharing Scheme

The purpose of the Job Sharing Scheme is to assist teachers in combining work commitments and personal responsibilities/choices.

2. Eligibility

A teacher may apply for a Job Sharing arrangement where he/she will have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with the current employer or holds a post for the following school year which is equivalent to or over 50% of a whole-time teacher (i.e. 11 hours per week teaching in the case of a Post Primary teacher).

Job Sharing is not available to the following: Principal, Deputy Principal, Home School Liaison Co-ordinator, teacher on secondment.

A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

Duration of Job Sharing Arrangement

The minimum period for a Job Sharing arrangement is one school year. In exceptional circumstances, an employer may authorise a Job Sharing arrangement to commence during the course of the school year and to terminate no earlier than the end of the same school year i.e. 31st August.

Operation of the Scheme

It is a matter for the Board of Management to decide the Job-Sharing arrangement(s) which it is prepared to endorse. Post-Primary schools, for example, may require a Job Sharing teacher to be timetabled over 5 days per week. Subject to the employer's responsibility in this regard, timetable arrangements for Job Sharing teachers should be designed within the spirit of the scheme to facilitate the teacher, so far as is practicable. However the welfare and educational needs of the students will take precedence over all other considerations.

In exceptional circumstances, the Board of Management may permit a Job Sharing teacher to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond 1st November.

Application Procedures

A teacher seeking to Job Share must submit, on an annual basis, the completed Application Form at Appendix A, to the Board of Management not later than 1st February prior to the school year in which he/she proposes to commence or (in the case of a teacher wishing to extend an existing arrangement) continue Job Sharing.

Each Job Sharing application must be considered on its own merits by the Board of Management within the context of the school's policy on teacher absences.

The Board of Management must issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teacher no later than 1st March. The decision of the employer is final.

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 teacher should 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.

Notification and Recording of Leave

The employer must list the names of all teachers availing of Job Sharing arrangements

on the annual Change of Staff form.

Pay Arrangements

A Job Sharing teacher will receive, where applicable, remuneration equal to 50% of a full-time post inclusive of qualification allowances (i.e. Higher Diploma, Primary, Masters and Doctorate Degree, Ard Teastas Gaeilge). Please refer to relevant Department publications for more information regarding retention of specific job role allowances. (DES Circular 0054/2019)

Status while Job Sharing

Each year of Job Sharing service given, will reckon as one year of service for promotion and incremental purposes.

A Job Sharing teacher must be available for relevant 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.

Replacement Teacher

The position of a replacement teacher must be filled in accordance with current rules for teacher recruitment. He/she shall be offered a fixed term contract. Such a contract must include a condition that the contract will terminate if the Job Sharing teacher resigns, retires or returns to full-time employment (provided this return to full-time hours takes place prior to 1st November and can be accommodated as outlined at paragraph 5.5).

The replacement teacher may apply for any available hours including substitution in any school up to the maximum of a wholetime post.

Leadership and Management Posts

The entitlement to fill a Leadership and Management Post and/or appointment to and payment in respect of Acting Leadership and Management Posts will be in accordance with relevant Department publications and/or other regulations (DES Circular 0054/2019)

The employer should keep the operation of Leadership and Management posts held by Job Sharing teachers under review to ensure responsibilities are adequately discharged.

An Assistant Principal I or Assistant Principal II may retain his/her Leadership and Management post allowance while Job Sharing provided the employer decides 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 the Assistant Principal I or II post, he/she shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of full-time duties.

The acting post holder will not establish personal entitlement to the allowance and will therefore relinquish same when the Job Sharer resumes full-time duties. Where a post holder has carried out the role for a period in excess of 5 consecutive school years, refer to the relevant Department publications in relation to Recruitment/Promotion and Leadership.

Where there is a change in the job-sharing arrangement i.e. the teacher is carrying out full duties or has returned to his/her original teaching post, the Board of Management is reminded to notify the Paymaster.

Maternity Leave/Adoptive Leave

A full-time teacher on Maternity/Adoptive Leave, opting to Job Share in the next school year, will be paid at the full-time rate of pay up until the beginning of the next school year at which point the teacher will be paid the Job Sharing rate of pay for the remainder of the leave.

A Job Sharing teacher on Maternity/Adoptive Leave, opting to return to full-time duties in the next school year, will be paid at the Job Sharing rate of pay up until the beginning of the next school year at which point the teacher will be paid the full-time rate of pay for the remainder of the leave.

Resignation while Job Sharing

A teacher engaged in a Job Sharing arrangement who wishes to resign from his/her teaching post must notify the Board of Management in writing in accordance with the teacher's terms and conditions of employment.

Termination of Job Sharing arrangement

The Board of Management may make a decision to terminate the Job Sharing arrangements at any time if it is not operating in the best interests of the pupils.

Board of Management Considerations

The Board of Management recognises the benefits of the Department of Education and Skills schemes for teachers in relation to job sharing. These schemes 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.

When considering applications for job sharing, the Board of Management shall carefully consider how the granting of job sharing might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of job sharing will be determined in accordance with Circular Letter 54/2019, other relevant circulars and directives **and** by the criteria outlined below.

A combined maximum of 50% of a subject area will be applied to applications for full time year long Secondments, Career Breaks and Job Sharing. In the event of an application from a staff member who is the sole teacher in his/her subject area, the application will be treated sympathetically however, consideration and sanctioning of a Job Sharing Application will be contingent on the ability of the Board to ensure tutoring in this subject area continues as previously.

The total number of teachers who are on job sharing at any one time shall not exceed 15% of the total number of whole-time equivalent teachers as defined on the schools allocation of staff rounded up to nearest whole number. The number may be varied from year to year, depending on the number of applications and the specific requirements.

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 casualisation of the school's teaching team and will provide the best learning environment for pupils

The effect on particular subject departments of granting job sharing which would result in creating an imbalance in any subject department. The Board of Management has a responsibility to ensure that particular subject departments are not weakened by granting job sharing 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 need for the school to maintain continuity of teaching for students affected by such arrangements. 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.

The likely availability of a suitably qualified replacement teacher to take up duty on the applicant's departure. From time to time and for various reasons, certain subject disciplines are difficult to replace and could leave the school in a situation where they are unable to find a suitable replacement. The Board of Management will endeavour to consider favourably applications for job sharing bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations. In

the event that some applications will have to be declined, the Board will take all of the above into account in addition to the case made for the teacher's application, the balance between the individual needs of the teacher applicants, and the number of applications received, the anticipated benefit to be gained by the teacher and, consequently the students taught by that teacher and the amount of leave previously granted to applicant teachers.

Secondment

Introduction

The Board of Management of Scoil Íosaif has engaged with the relevant stakeholders involved in the education of our pupils in the formation of the school's policy on Secondment. In doing so, the Board of Management has made every effort to balance the legitimate expectations of teachers with the over-riding needs of pupils.

In order to achieve this balance the Board will consider all applications for secondment taking into account its statutory obligations as outlined in the Department of Education and Skills Circulars 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.**

Overview of Secondment Scheme

- Secondment provides a process for an external organisation to meet a short term specialised human resource requirement, where that need cannot be effectively met through the normal appointment process.
- This scheme is designed to facilitate the temporary assignment of a teacher to a vacant position in an external organisation where the work to be carried out by the seconded teacher is of clear benefit to the educational system and/or is in the public interest.
- Teachers in Voluntary Secondary schools are eligible for secondment provided they are employed on a permanent basis or under a contract of indefinite duration and who have successfully completed their probationary and, where required, induction periods.
- A secondment must be based on mutual agreement between the teacher, the school authority and the host organisation.
- A secondment arrangement must
 - (a) be demonstrated to be of clear benefit to the educational system and/or is in the public interest
 - (b) specify the exact duration of the secondment and
 - (c) specify that the seconded staff member will return to the school authority at the end of the fixed term.
- A secondment shall be initiated by the school authority by completing an application form prescribed by the Department of Education and Science from time to time. The school authority shall forward by 1st May in any year the prescribed application form to the Department of Education and Skills as appropriate together with:
 - (a) the written agreement of the secondee to the secondment and, where appropriate, to the release by the paying agent of details of his/her salary to the host organisation.
 - (b) the written undertaking and guarantee set out in section 13 below.
 - (c) the written approval of the Board of Management of the secondee's school.
 - (d) a detailed description of the work to be carried out by the teacher, sufficient to allow the Department to determine clearly the benefit to accrue to the educational system and/or how the public interest is to be served by the secondment.
- The approval of the Department will be dependent on it being satisfied that the content of the work involved is of clear benefit to the educational system and/or is in the public interest and that no additional costs will accrue to the Department as a result. The school authority and the host organisation will be notified in writing of the decision.
- Applications for an extension of a secondment shall be made by the school authority by completing the prescribed application form in sufficient time to forward it to the Department by 1st May.
- Further specific information can be sourced in relevant DES Circulars relating to:

Participation in the S and S scheme while on secondment
Pension Scheme

Leave of Absence
Sick Leave
PRSI
Reimbursement of monies to the DES

Duration of Secondment Arrangement

- 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 31 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 of Education and Skills at the start of the secondment arrangement.
- Notwithstanding the above, the school authority, 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.
- Where a secondee continues in the employment of the host organisation beyond the limits set out in this policy, s/he shall be regarded as having resigned from his/her teaching post.

Operating the scheme

- A decision by the school authority to refuse a secondment request shall be final.
- The school authority shall retain the right to terminate a secondment should it encounter difficulties in filling the vacant teaching post at a later date or where the needs of the school authority otherwise require.
- The school authority must ensure, where appropriate, that a qualified replacement teacher can be obtained.
- In the exceptional case of the secondment of a Principal where it is not possible to source an Acting Principal from within the school authority, an Acting Principal may be sourced through normal selection procedures and seconded from another school to act as Principal for the duration of the absence of the incumbent Principal.
- The school will only sanction a secondment request if the Department of Education and Skills sanctions the filling of the vacated post by a fully qualified teacher for the duration of the secondment.
- A secondee who is due to go on the re-deployment panel may defer his/her panel rights in order to participate in a secondment arrangement. The maximum period for which a teacher on secondment can defer his/her panel rights is five school years.

Posts of Responsibility

- A secondee's seniority in his/her school shall not be affected by participation in a secondment arrangement and the secondee shall be notified 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 subject any moratorium on appointments which may be in place.

- 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 subject to any moratorium on appointments which may be in place.

Eligibility

The following are the eligibility requirements for those wishing to apply for career breaks, jobsharing or secondment positions:

- Permanent, CID, TWT, RPT (with duration not extending beyond the date of termination of a fixed term contract) up to compulsory retirement age
- Registered with the Teaching Council
- Satisfactorily completed at least 12 months of continuous service with the school

Board of Management Considerations

The Board of Management recognises the benefits of the Department of Education and Skills schemes for teachers in relation to secondment. These schemes 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.

When considering applications for secondment positions, the Board of Management shall carefully consider how the granting of such arrangements might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of secondments will be determined in accordance with Circular Letter 107/ 2006 and by the criteria outlined below.

(1) The total number of teachers who are not in the school on a full-time basis. This should not exceed 10% of the total number of whole-time equivalent teachers as defined on the schools allocation of staff rounded up to nearest whole number. The number may be varied from year to year, depending on the number of applications and the specific requirements.

Reason

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 casualisation of the school's teaching team and will provide the best learning environment for pupils

(2) The effect on particular subject departments by granting secondments which would result in creating an imbalance in any subject department.

Reason

The Board of Management has a responsibility to ensure that particular subject departments are not weakened by granting secondment arrangements 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.

(3) The effect any such arrangements would have on the balance between the number of long-serving members of staff and those who may be inexperienced or novice teachers.

Reason

The Board of Management has a responsibility to ensure that all students benefit from the availability of a mix of experienced teachers and teachers who are new to the profession or to the school

(4) The need for the school to maintain continuity of teaching for students affected by such arrangements.

Reason

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.

(5) The effect any such arrangements might have on the ability of the school to replace the teachers availing of such schemes.

Reason

The moratorium on Posts of Responsibility in place since 2009 means that the Board of Management cannot temporarily replace an absent post holder. The Board of Management has a responsibility to ensure that there is an effective and adequate middle management structure in the school.

(6) The likely availability of a suitably qualified replacement teacher to take up duty on the applicant's departure.

Reason

From time to time and for various reasons, certain subject disciplines are difficult to replace and could leave the school in a situation where they are unable to find a suitable replacement.

The Board of Management will endeavour to consider favourably applications for secondment bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations. In the event that some applications will have to be declined, the Board will take all of the above into account in addition to:

- The case made for the teacher's application.
- The balance between the individual needs of the teacher applicants, and the number of applications received.
- The anticipated benefit to be gained by the teacher and, consequently the students taught by that teacher.
- Practicalities of facilitating teachers seeking secondments through school timetable arrangements. Resultant time-tables should not impact negatively on the timetables of students or on time-tables for other teachers. However, within these constraints, teachers seeking secondments should be facilitated insofar as is possible.
- The amount of leave previously granted to applicant teachers.

Resumption of duties

In relation to the resumption of duty following secondment, Section 10 of CL 10/2011 will be adhered to.

Policy Ratified: 30 August 2021

Chairperson of the Board of Management: James Rogan

Appendix A - Application Form for Job Sharing

The Application Form should be fully completed annually and submitted to the employer not later than 1st February. A separate Application Form must be completed by each Job Sharing applicant.

PART 1A – TEACHER APPLICATION

Teacher's Name:

Contact No:

Home Address:

E-mail:

PPSN:

School Name:

Roll No:

PART 1B - DETAILS OF JOB SHARING APPLICATION

Proposed start date of Job Sharing Arrangement:

Declaration

I wish to apply for Job Sharing in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job Sharing arrangement.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____

Date: _____

PART 2 – EMPLOYER DECISION I certify that I have approved/refused (delete as appropriate) the Job Sharing application in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- 1) Application for Job Sharing
 - 2) Copy of Application from Job Sharing partner (where applicable)
 - 3) Copy of Decision Notice issued to teacher
- Approved Job Sharing has been recorded on the OLCS/relevant ETB system

*Signature: _____

Date: _____

(Employer of base school)

*School Name _____

Roll No: _____

Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.