**Temple Carrig School**

**Job Sharing, Career Break and Secondment Policy**

In general, Temple Carrig School is fully supportive of the concept of teachers taking time out of their career for

* Personal development
* Travel
* Educational purposes
* Public representation
* Family reasons
* Self-employment

and will try in as much as is possible (and within the terms and conditions set down by the Department of Education & Skills) to facilitate such opportunities for the staff of the school.

Applications for job-sharing and career break leave must be made to the Board of Management by **February 1st 2022** for the 2022-2023 school year. The Board will issue a written response to all applicants by March 1st 2022 based on the requirements of this Policy.

**1. Job-Sharing**

Arrangements for job-sharing teachers shall be designed within the spirit of the scheme to facilitate the teacher in combining work with personal responsibilities or choices. In reaching a decision the welfare and educational needs of the pupils shall take precedence over all other considerations.

**General Points**

1. The school shall consider each application on its own merits within the context of this Policy. In drawing up this Policy, the needs of the pupils have taken precedence over all other considerations. Due to the current shortage of teachers in some subject areas the Board of Management may consider granting approval subject to the availability of a suitably qualified replacement teacher.
2. Applications for job-sharing must be submitted by February 1st using the appropriate form to be found in Appendix A of this Policy.
3. The decision of the Board of Management shall be final.
4. A teacher wishing to extend a job-sharing arrangement must apply, using the form in Appendix A, on an annual basis.
5. The applicant is not permitted to withdraw his/her application after 14th April 2022 or from once the replacement teacher’s contract has been signed, whichever happens first. During the redeployment process, the Boards of Management may carry out a recruitment process up to and including interview stage but are not permitted to appoint a teacher to fill a vacancy for the 2022-2023 school year until the Department has confirmed that the redeployment process is completed.
6. A teacher approved for job-sharing shall have their hours reduced to 11 hours, comprised of 10 hours and 40 minutes class contact time and 20 minutes professional time per week.
7. If a job-sharing teacher has opted into 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 job-sharing teacher to S&S duties is 21.5 hours.
8. A teacher may retain his/her post of responsibility allowance while job-sharing if the Board of Management/Manager is satisfied that the responsibilities of the post can be performed in full. Where the Board of Management/Manager decides that it is not possible for the job-sharing teacher to perform the full responsibilities of his/her post, he/she will forfeit the allowance for the duration of the arrangement.
9. It is not acceptable for a job-sharing teacher to engage in outside employment without the consent of the Board of Management.
10. *Due to the current shortage of teachers in some subject areas, the Board of Management may consider making the approval of an application conditional on the recruitment of a suitably qualified replacement teacher by 30th June 2022. The Board of Management should notify the teacher immediately following the recruitment of a suitably qualified replacement teacher. In the event that a suitably qualified replacement teacher cannot be recruited by 30th June 2022, however, the teacher should be advised that the job-sharing cannot proceed.*

**Letter of approval**

***Teachers should be advised of the following in a letter of approval:***

1. If the job-sharing approval is conditional on the recruitment of a suitably qualified replacement teacher this should be stated in the letter of approval.
2. In the event that a suitably qualified replacement teacher cannot be recruited by 30th June 2022, the teacher should be advised that the job-sharing cannot proceed.
3. The applicant is not permitted to withdraw his/her application after 14th April 2022.
4. Teachers are required to be timetabled for 11 hours per week, 10 hours 40 minutes of teaching time and 20 minutes professional time (DES Guidelines).
5. A job-sharing teacher must be available for relevant staff, parent- teacher meetings of classes taught, other meetings/in-service as decided by management and all JCT in- service. *(A job-sharing teacher who is a year head would normally be expected to be at the parent teacher meeting of the year group.)*
6. 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.
7. While the Principal will consider applications for timetable concessions, e.g. mornings only or late starts, it may not be possible to grant such requests. Acceptance of the offer of job-sharing cannot be conditional on management acceding to such requests.
8. The obligation to provide additional hours under the existing Public Service Agreement is pro-rata for a teacher who is job-sharing. A job-sharing teacher is required to undertake half of the Croke Park hours and all of the hours as per circular M58/04. The Principal should inform each job-sharing teacher of the schedule of meetings requiring attendance.
9. Registration with the Teaching Council must be maintained.

**Letter of refusal**

In the written notice of refusal, the Board of Management must set out the basis for refusal. In reaching such a decision the Board of Management should take full cognisance of the merits of the application within the context of the school’s policy on job-sharing.

**2. Career Break**

**General Points**

1. Applications for career breaks in 2022-2023 will be in accordance with Circular 0054/2019 Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools, Career Break Scheme, Chapter 7.
2. A teacher on career break is precluded from taking up an appointment in any capacity in any school within the State, but in exceptional circumstances a teacher on a career break may be employed as a substitute teacher for a maximum of 300 hours in a school year.
3. 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/Manager by 1st February on the appropriate form to be found in Appendix B of this Policy.
4. A teacher returning from career break is required to inform, in writing, the Board of Management/Manager by 1st February 2022 of his/her intention to return.
5. 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 with the employer.
6. A teacher may engage in this scheme subject to an overall maximum absence of 10 years during his/her professional career.
7. A career break shall be a period of not less than 1 school year.
8. 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.
9. 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.
10. 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.
11. In exceptional circumstances, a Board of Management/Manager 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.
12. 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.
13. 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 shall take precedence over all other considerations.
14. During the redeployment process, the Boards of Management may carry out a recruitment process up to and including interview stage but are not permitted to appoint a teacher to fill a vacancy for the 2023-2022 school year until the Department has confirmed that the redeployment process is completed.
15. *Due to the current shortage of teachers in some subject areas, the Board of Management may consider making the approval of an application conditional on the recruitment of a suitably qualified replacement teacher by 30th June 2022. The Board of Management should notify the teacher immediately following the recruitment of a suitably qualified replacement teacher. In the event that a suitably qualified replacement teacher cannot be recruited by 30th June 2022, however, the teacher should be advised that the career break cannot proceed*.
16. The decision of the Board of Management shall be final.

**Letter of approval**

***Teachers should be advised of the following in a letter of approval:***

1. If the career break approval is conditional on the recruitment of a suitably qualified replacement teacher this should be stated in the letter of approval.
2. In the event that a suitably qualified replacement teacher cannot be recruited by 30th June 2022, however, the teacher should be advised that the career break cannot proceed.
3. A teacher on career break is precluded from taking up an appointment in any capacity in any school within the State.
4. In exceptional circumstances, a teacher on a career break may be employed as a substitute teacher for a maximum of 300 hours in a school year.
5. 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/Manager of any changes to his/her contact details.
6. It is the responsibility of the teacher to ensure that he/she is registered with the Teaching Council on the intended date of resumption of their teacher role.
7. 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.
8. A teacher on career break may be required to undertake vetting prior to the intended date of resumption of duty.

**Letter of refusal**

In the written notice of refusal, the Board of Management/Manager must set out the basis for refusal. In reaching such a decision the Board of Management/Manager should take full cognisance of the merits of the application within the context of the school’s policy on career breaks.

**3. Secondment of a teacher to another employer**

Where a teacher wishes to undertake a secondment to another employer, this shall be treated as a career break and the details for career breaks as outlined above shall apply.

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 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PPSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer enable your Job sharing application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at https://www.education.ie/en/The-Department/Data-Protection/. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

**PART 1B - DETAILS OF JOB SHARING APPLICATION**

Proposed start date of Job Sharing Arrangement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate in the table below your proposed Job Sharing Options.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Tick relevant box** | **Job Sharing Options** | page118image12248page118image12568  **Details**  page118image13760page118image14080 |
|  | **Option 1: (a)** Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school. | Teacher’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  page118image17984page118image18304 |
|  | **Option 1: (b)** Share a wholetime post on a 50:50 basis with an existing wholetime teacher in another school under an inter-school Job Sharing arrangement (Primary schools only). | Name of other teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of other school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Roll No of other school:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | page118image25024page118image25344  **Option 2:** Reduction of wholetime teaching hours to 50% with a teacher recruited by my employer for the balance of available hours.  page118image27216 | |

**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 Decision Notice issued to teacher

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer (Host school))

\*School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Appendix B - Application Form for Career Break

**The Application Form should be fully completed annually and submitted to the employer prior to commencing or seeking an extension to a Career Break and not later than 1st February.**

**PART 1A– TEACHER APPLICATION**

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PPSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously taken a Career Break? Yes page107image5112No

If "*YES*" please provide dates of previous Career Break(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 1B - DETAILS OF PROPOSED CAREER BREAK**

Proposed start date of Career Break: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective of Career Break (*please tick relevant box):*

☐ Personal Development  
☐ Voluntary Service Overseas  
☐ Accompany spouse/partner on Diplomatic/Military Posting ☐ Educational purposes  
☐ Public Representation  
☐ Family Reasons  
☐ Self-employment  
☐ Other

Additional Information to support Career Break application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I wish to apply for a Career Break in accordance with the Career Break Scheme as set out in Circular 0054/2019 titled ‘*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools’*.

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

Signature of Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 2 – EMPLOYER DECISION**

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**Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Career Break application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at https://www.education.ie/en/The-Department/Data-Protection/. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

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I certify that I have approved/refused (delete as appropriate) the Career Break application in accordance with the Career Break Scheme as set out in Circular 54/2019 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 Career Break

2)  Copy of Decision Notice issued to teacher

Approved Career Break has been recorded on the OLCS system

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer)

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