

# Coláiste Cholmcille's school policy on Career Break, Job Sharing and Secondment for teachers(Draft)

## Introduction

The Board of Management of Coláiste Cholmcille has consulted with the principal partners involved in the education of our students in the formation of the school's policy on Career Break, Job Sharing and Secondment Leave and other forms of leave by teachers.

Coláiste Cholmcille recognises that, in certain circumstances, employees require time off work for a variety of personal and family reasons. Flexible working arrangements such as career breaks, job-sharing and secondments are available to support employees to meet these needs. In reaching any decision on the granting of such leave types, the welfare and educational needs of the students take precedence over all other considerations.

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

To achieve this balance, the Board will consider all applications for Job-Sharing, Career-Break, Secondment, Study Leave etc. considering Department of Education circulars and the Education Act 1998. In particular, the Board recognises that in drawing up this policy **the welfare and educational needs of the students 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.
- subject departments not being weakened by the granting of a job-share, career break, secondment, study leave which would result in creating an imbalance in any subject department.
- the likely availability of a suitably qualified replacement teacher to take up duty on the applicant's departure.

Taking these considerations into account the number of whole-time, fully qualified teachers in full-time work in the school at any time should be 90% of this cohort.

## Considerations:

- The Board of Management recognises the benefits of the Department of Education schemes for teachers in relation to career 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 students they teach in Coláiste Cholmcille.
- Important factors in the stability of Coláiste Cholmcille are the continuity of teaching and learning, the professionalism and expertise of staff, and an appropriate balance between the number of long-serving members of staff and those who may be inexperienced or newly qualified 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 students.
- **In these circumstances the Board of Management must seek to strike a balance between the needs of teachers and students and the long-term good of the school as a stable educational environment and workplace. 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 students.**
- The Board of Management has a responsibility to ensure that 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 Board of Management has a responsibility to ensure that there is an effective and adequate middle management structure in the school when considering applications for leave of absence.
- The Board of Management will endeavour to consider favourably applications for career breaks, job sharing and secondments bearing in mind that the welfare and educational needs of the students will take precedence over all other considerations.

#### **Eligibility:**

##### **Career Break:**

- 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 following obtaining their CID.
- The duration of a career break may not extend beyond the date of termination of a fixed term contract.

##### **Job Sharing:**

- 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 following obtaining their CID.

##### **Secondment:**

Secondment applications are limited to registered teachers employed in approved teaching posts in recognised post primary schools funded out of monies provided by the Oireachtas.

A teacher may only apply for a secondment position where he/she is:

- Registered with the Teaching Council
- have satisfactorily completed, at the end of the school year in which they are applying, 12 months continuous service with their current employer following obtaining their CID.

At the time of application, a teacher must have a contract with their employer for a period which is of equal or greater duration to the secondment for which they are applying.

The secondee is required to maintain registration with the Teaching Council for the secondment period. Failure to do so shall result in non-payment of salary in accordance with legislative provisions in force at that time.

## Secondment Arrangements

The minimum period for which a secondment may be granted shall normally be one school year commencing on 1st September and ending the following 31st August and is subject to annual application.

In exceptional circumstances an employer may authorise a secondment to commence during the course of the school year and shall terminate not earlier than the end of that same year. A part of a school year on secondment shall count as a full school year for the purposes of any calculation of secondment limits.

Where the services of the secondee are required for a period longer than one school year the period may be extended by periods of one school year. In such cases approval is subject to the following:

- A maximum period of 5 school years for secondments to outside organisations
- A maximum period of 5 school years for secondments to Department funded national programmes or school/staff representative bodies. This limit may only be extended in limited circumstances where the Department/ETB determines that retention of the secondee is necessary for leadership, continuity, quality planning or management purposes.
- Secondments to European Schools are governed specifically by the Regulations of Seconded Staff to European Schools [www.eursc.eu](http://www.eursc.eu)
- Secondments to Director of Education Support Centres are governed by the Statutory Instrument No. 394/2017 Education Support Centres (Appointment and Secondment of Directors) Regulations 2017.

A secondee is normally required to notify their employer as early as possible, but no later than the 1st April of their intention to return from a secondment to an approved teaching post at the beginning of the next school year.

It is the responsibility of the secondee to be aware of any Department regulations or circulars which may affect their secondment.

### Career Break - criteria:

The Board of Management shall carefully consider how the granting of a career break, job share, or secondment might affect the standards and continuity in particular subject departments and the subject provision within the overall curriculum.

- the granting of a career break will be determined in accordance with **Chapter 7 of circular letter 54/2019**,
- the granting of a job share will be determined in accordance with **Chapter 8 of circular letter 54/2019**
- the granting of a secondment will be determined in accordance with **Circular Letter 0029/2018**.

**and** by the criteria outlined below.

Please note that the criteria hereunder 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 subject departments.
- the anticipated effect on the welfare and educational needs of the students.

- the likelihood of finding a suitably qualified replacement teacher.
- the overall number of teachers on leave during the school year in question.
- eligibility of applications with reference to the various circular letters from the Department of Education and Skills.
- 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 career breaks/ job sharing/ secondments by school timetable arrangements. Resultant timetables should not impact negatively on the timetables of students or on timetables 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 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.
- arrangements available for the teaching of classes.

The school consider each application for job-sharing, career break or secondment on its own merits within the context of the school's policy on employee absences. The Board of Management seek to strike a balance between the needs of staff and students and the long-term good of the school as a stable educational environment and workplace. **In relation to this policy, however, the needs of the students shall take precedence over all other considerations.**

**Points to note in relation to job-sharing:**

- a job-sharing teacher must be timetabled for 11 hours per week, 10 hours and 40 minutes of teaching time and 20 minutes professional time.
- 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 (e.g., S&S, Croke Park Hours). A job-sharing teacher is required to undertake half of the Croke Park hours and all the hours as per circular M58/04.
- The principal should inform each job-sharing teacher of the schedule of meetings requiring attendance.  
The annual commitment for a job-sharing teacher to the Supervision & Substitution scheme is 21.5 hours (if s/he has opted in).
- Job-sharing teachers may not, act as a special needs assistant in the school in which s/he is employed or any other school.
- It is not permissible for a job-sharing teacher to engage in outside employment without the consent of the employer.
- It will be understood that an acceptance is based on the conditions contained in circular letter 54/2019 relating to career break and job-sharing schemes and CL 0029/2018 for secondment and on the Board of Management's policy as outlined in this document.

### **Important to note;**

\*In response to issues raised in relation to teacher supply, the restriction of engaging in substitute teaching imposed in the Job Sharing Scheme as contained in Chapter 8 (Paragraph 11.1(a)) of Circular 54/2019 was suspended for the 2021/22 school year. This Information Note advises that the restriction will also be suspended for the 2022/23 school year.

- A Job Sharing teacher may now be employed to work in a substitute capacity in any school, during the period they are rostered off duty.
- Pay Arrangements;
- A Job Sharing teacher who is employed in a substitute capacity will be paid the personal rate of pay (including personal allowances).
- Such substitute teaching will count towards progression on the incremental salary scale and superannuation. This is subject to the requirement that a Job Sharing teacher can advance to the next incremental point on the scale only after a minimum of 365 days after the last increment was awarded.
- A Job Sharing teacher undertaking a combination of work in a job-sharing capacity and as a substitute is not permitted to exceed the maximum number of weekly contracted hours of a full time teacher.

### **Application:**

#### **Job-Sharing, Career Breaks and Secondments**

Applications from teachers for job-sharing and career breaks must be made to the Board of Management of the school by **1<sup>st</sup> February for the following school year.**

#### **Key dates:**

##### **Job-sharing – teachers**

- Applications for job-sharing must be submitted by **1<sup>st</sup> February** using the form, Appendix A of Circular Letter 0054/2019 Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools. See chapter 8 of: [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0054\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0054_2019.pdf)
- A teacher wishing to extend a job-sharing arrangement must apply, using the form in Appendix A, on an annual basis by **1<sup>st</sup> February.**
- The Board of Management is required to issue a written notice of approval or refusal to the teacher by **1<sup>st</sup> March.**
- If a job-share approval is conditional on the recruitment of a suitably qualified replacement teacher, this should be stated in the letter of approval.
- A teacher is not permitted to withdraw his/her application after **14<sup>th</sup> April.**

##### **Career break – teachers**

- Applications for career break must be submitted to the Board of Management by **1<sup>st</sup> February** using the form, Appendix A of circular letter 54/2019 (chapter 7).
- Applications for an extension to a career break must also be made by **1<sup>st</sup> February**, provided the total period of the career break does not exceed 5 years at any one time.

- A teacher who intends to return to work from a career break must notify the Board of Management by 1<sup>st</sup> **February** of their intention to return.
- The Board of Management is required to issue a written notice of approval or refusal by 1<sup>st</sup> **March** and submit notice of the career break scheme to the Department (via OLCS system) on or before 1<sup>st</sup> April.

If a career break approval is conditional on the recruitment of a suitably qualified replacement teacher, this should be stated in the letter of approval.

- An applicant is not permitted to withdraw their application after **14<sup>th</sup> April**.

## **Secondment – teachers**

Details of the application process for secondment are contained in **circular letter 0029/2018**.

Applications for secondment must be submitted using the form Application for Secondment in Circular 0029/2018 [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0029\\_2018](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0029_2018).

- the teacher, host organisation and the employer must complete the relevant parts of the Application Form at Appendix A (Part 1 to be completed by the employee, Part 2 by the host organisation and Part 3 by the employer).

Where an application for an initial secondment or extension of a secondment is approved by the employer, it must be returned (by the employer) to the relevant section in the Department by the deadline date of **1st May for approval**.

If a secondment approval is conditional on the recruitment of a suitably qualified replacement teacher, this should be stated in the letter of approval.

A **Secondment Agreement** must be put in place by the host organisation at the commencement of the secondment.

## **Point to note in relation to career break, job-sharing, and secondment applications:**

- 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.
- Prior to the submission of applications to the Department of Education, the Board of Management will inform candidates of its decision whether to support such applications.
- The decision to approve or refuse will be in writing from the Board of Management.
- Teachers approved for a career break, job share, or secondment must respond in writing to an offer made.
- The decision of the Board of Management shall be final.

The school should consider each application for job-sharing, career break or secondment on its own merits within the context of the school's policy on employee absences. In relation to this policy, the needs of the students shall take precedence over all other considerations and the Board of Management must seek to strike a balance between the needs of staff and students and the long-term good of the school as a stable educational environment and workplace.

For consideration in the current climate considering the difficulties in finding replacement teachers:

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 the 30<sup>th</sup> of June. The Board of Management should advise the teacher as soon as a suitably qualified replacement teacher has been recruited. In the event that the school is unsuccessful in finding a suitably qualified replacement teacher, the teacher should be advised that the job-share/career break cannot proceed.

### Information in relation to Special Needs Assistants:


#### Job-Sharing – Special Needs Assistants

- Special Needs Assistants interested in job-sharing must apply to the Board of Management by **1<sup>st</sup> March** using the application form attached to circular letter 41/2014.
- A Special Needs Assistant must re-apply if s/he is seeking to avail of an extension to a job-sharing arrangement for a further year by **1<sup>st</sup> March**.
- The BOM is required to issue a written notice of approval or refusal to the Special Needs Assistant by **31<sup>st</sup> March** at the latest.
- An SNA is not permitted to withdraw his/her application after **14<sup>th</sup> April**.
- A copy of the approved job-sharing application should be submitted to the Non-Teaching Payroll Section of the Department by **1<sup>st</sup> May**.

#### Career Break – Special Needs Assistants

- Special Needs Assistants seeking a career break for the **X** school year must submit a letter of application to the Board of Management by **1<sup>st</sup> March**. Details of the Career Break Scheme for SNAs can be found in circular letter 22/2014. The letter of application must provide clear details of the exact purpose of the career break.
- A special needs assistant who wishes to extend his/her career break must apply for this extension by the **1<sup>st</sup> of March**.
- The BOM is required to issue a written notice of approval or refusal to the special needs assistant by **1<sup>st</sup> April** at the latest and submit notice of the career break absence (if approved) to the Department (via the OLCS)/VEC on or before **1<sup>st</sup> May**.
- An SNA is not permitted to withdraw his/her application after **14<sup>th</sup> April**.

The school should consider each application for job-sharing, career break or secondment on its own merits within the context of the school's policy on employee absences. In relation to this policy, the needs of the students shall take precedence over all other considerations and the Board of Management must seek to strike a balance between the needs of staff and students and the long-term good of the school as a stable educational environment and workplace.

Signed: 

(Chairperson of Board of Management)

Date: 25/4/23

Date of next review: 2025

Signed: 

(Principal)

Date: 25/4/23