

Loreto Secondary School, Wexford



Job - Sharing, Career Break and Secondment Policy

Introduction:

The Board of Management of Loreto Secondary School, Wexford has consulted with the principal partners involved in the education of our pupils in the formation of the school's policy on Career Break, Job-Sharing and Secondment Leave and other forms of leave by teachers.

The Board of Management has made every effort to balance the legitimate expectations of teachers with the needs of pupils in this policy. In order to achieve this balance, the Board will consider all applications for Job-Sharing, Career-Break, Secondment etc. taking into account its statutory obligations as outlined in the Department of Education and Youth Circular 0054/2019. 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.

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.
- That subject departments are not weakened by granting Job-Sharing, Career Breaks, Secondments, 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.

Considerations:

The Board of Management recognises the benefits of the Department of Education and Youth 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 pupils they teach in our school.

1. The total number of teachers who are not in the school on a full-time basis (This should include teachers on Career Break, Job-Sharing and Secondment).

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 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 pupils.

2. The effect on particular subject departments by granting Job-share, Career Break and Secondment arrangements 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 Job-share, Career Break and Secondment arrangements to staff members 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. Important factors in the stability of our school are the continuity of teaching, the professionalism and expertise of our staff, and an appropriate 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. Any grant of Job-share, Career Break and Secondment by the Board will be subject to the ability of the school to recruit the necessary staff and to put in place timetabling arrangements that correspond with established custom and practice in the school

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. 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 teacher seeks more permanent employment elsewhere.

5. The effect any such arrangements might have on the ability of the school to replace Posts of Responsibility held by teachers availing of Job-share, Career Break and Secondment.

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 effect any such arrangements might have on the overall staffing allocation within the school and whether the granting of such leave would leave the school in an over-quota position.

Reason: In general, schools are not allowed employ staff above their staffing allocation. When this occurs, schools may be forbidden from replacing staff thus leading to a curricular mismatch in staffing. This may hinder the schools' ability to provide the full curriculum and impact in student choice.

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 pupils (Chapter 8, Section 19)

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 pupils will take precedence over all other considerations.

Eligibility:

- Permanent, CID, TWT, RPT (with duration not extending beyond the date of termination of a fixed term contract) up to compulsory retirement age.
- 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.

Job-sharing is not available to the following:

- Posts of Principal
- Deputy Principal
- Teachers on secondment

Criteria:

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

The granting of career breaks and job-sharing will be determined in accordance with Circular Letter 0054/2019 (Chapters 7 and 8).

The granting of secondments will be determined in accordance with Circular Letter 0029/2018.

In addition to the relevant circular the following criteria will apply:

(Please note that the criteria hereunder are not necessarily in order of priority)

- The anticipated effect on the welfare and educational needs of the students.
- The curricular needs of the school, including the number of applicants from particular subject departments.
- Eligibility of applications with reference to the various circular letters from the Department of Education and Youth.
- The case made for the teacher's application.
- The balance between the individual needs of the teacher applicants, and the number of applications received.
- 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 amount of Career Break and Secondment leave previously granted to applicant teachers. In the interest of equity and fairness vis-à-vis the colleagues who may wish to avail of the scheme, the aggregate number of Job-Share, Career Break and Secondment agreements entered into with any one teacher shall not normally exceed three years where the number of applicants exceeds places available. However, each application will be looked at on a case-by-case basis before any decision is made.

Any grant of Job-Share, Career Break and Secondment will be subject to an equal and corresponding number of compensatory hours being made available to the school by the Department of Education and Youth.

Application:

- Applications for a Career Break must submit a written application to the school not later than February 1st of each school year prior to that in which s/he proposes to commence/continue the Career Break. The application must provide clear details of the exact purpose of the Career Break.
- Applications for a Job-Share should be made on the form attached to the Circular and submitted not later than February 1st of each school year prior to that in which s/he proposes to commence/ continue the Job-Share.
- The Job-Sharing Scheme provides that a qualifying teacher may make application to share a whole-time teaching post on a 50:50 basis. S/he will be time-tabled to teach eleven hours per week.
- Applications will be considered by the Board of Management in accordance with relevant circular letters.
- Each approval is for one year only and does not carry with it any expectation of tenure.
- Applications approved by the Board of Management will be notified to the Department of Education and Youth in accordance with procedures set out by the DEY.
- Prior to the submission of applications to the Department of Education and Youth, the Board of Management will inform candidates of its decision whether to support such applications.
- Teachers approved for Career Breaks, Job Shares or Secondment must respond in writing to an offer made. It will be understood that an acceptance is based on the conditions contained in the relevant circulars and also on the Board of Management's policy as outlined in this document.
- In relation to job-sharing, teachers may need to be timetabled for five days. This will depend on the overall curriculum requirements. The acceptance of job-sharing arrangements cannot be dependent on the guarantee of days off.
- Each application to Job-Share, Career Break or take up a Secondment shall be considered on its own merits by the Board of Management within the context of the school's policy statement.
- A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a Job-Sharing basis.

- Taking account of the extent of arrangements to be put in place by the employer to cater for a Job-Share, Career Break and Secondment, the applicant is not permitted to withdraw his/her application after 14th April, or from once the replacement teachers' contract has been signed, whichever happens first.
- In exceptional circumstances if the applicant can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a Job-Share and/or an earlier return to full-time employment may be considered by the Board of Management. However, such an application may not be considered beyond 1st November.

Operation of the scheme

- 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.
- It is the responsibility of the individual teacher to make whatever enquiries and arrangements as are necessary regarding issues such as remuneration or superannuation. Please see relevant circulars.
- If a teacher withdraws from a Job-Share, Career Break or Secondment arrangement, their place will not be offered to another applicant.

Duration of Agreement

- A teacher must participate in the scheme for a minimum period of twelve months from the beginning of a school year. Each Job-sharing, Career Break and Secondment arrangement must be approved annually by the Board of Management and sanctioned by the Department of Education and Youth.

Duties

- A Job-Sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements. As some meetings fall under Croke Park hours and others from Circular M58/04, the meetings to be attended should be agreed with the Principal at the beginning of the school year.
- The obligation to provide additional hours under the existing Public Service Agreements is pro-rata (half) for teachers who are job-sharing. (e.g. S&S, Croke Park Hours)
- Job-Sharing teachers may not engage in any substitute teaching, unless permitted to do so by the Department of Education and Youth, act as a special needs assistant in any school or undertake home tuition hours. (Para 9.1, CL75/2015)
- A Job-Sharing teacher who is required to attend courses/school planning days on days he/she is not rostered for any classes shall be granted leave in lieu for such days. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours commitment under the current Public Service Agreements.

- It is not permissible for a Job-Sharing teacher to engage in outside employment without the consent of the employer. (See Para 9.2, CL75/2015 for further details)
- An Assistant Principal can retain his/her Post of Responsibility 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 Job-Sharing teacher to perform the full duties of the post for the period of the Job-Sharing arrangement, s/he shall forfeit the allowance. The allowance shall be restored on resumption of full-time duties. An Acting Assistant Principal may be appointed to perform the full duties assigned to the post and be paid the full allowance for the duration of the Job-Sharing arrangement subject to the moratorium on filling Posts of Responsibility. The acting post holder will not establish personal title to the allowance and will relinquish same when the Job-Sharing post holder resumes full time duties.

Resumption of Duty following a Career Break

- 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.

Further specific information can be sourced in relevant DEY Circulars relating to:

- a. Pay scales
- b. Promotion
- c. Leave
- d. Outside Employment
- e. Superannuation

This policy was ratified by the Board of Management on 25 May 2026.

Signed: Edward Lyons Edward Lyons, Chairperson, Board of Management

Signed: John Mc Ginnity John Mc Ginnity, Principal