



## **Job Sharing, Career Break and Secondment Policy (2021)**

### **Introduction**

To comply with Department of Education circular letters, the Board of Management of Newpark Comprehensive School has developed this policy on teacher and Special Needs Assistant (SNA) non-statutory scheme absences, e.g., job sharing, career break and secondment. Under the provisions of these circular letters, the welfare and educational needs of the pupils must take precedence over all other considerations.

The granting of job-sharing for a teacher will be determined in accordance with Chapter 8 of circular letter 54/2019 and by the criteria outlined below. The granting of career break for a teacher will be determined in accordance with Chapter 7 of circular letter 54/2019 and by the criteria outlined below. The granting of secondment for a teacher will be determined in accordance with circular letter 107/2006 and by the criteria outlined below.

The granting of career break for a Special Needs Assistant will be determined in accordance with circular letters 22/2012, 35/2019 and by the criteria outlined below. The granting of job sharing for a Special Needs Assistant will be determined in accordance with circular letter 41/2014 and by the criteria outlined below.

The Board of Management recognises the benefits of the Department of Education schemes in relation to job sharing, career break, and secondment. These schemes provide family friendly working arrangements for those teachers or SNAs who need such arrangements, on a temporary basis. They provide teachers or SNAs 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/care for in the school.

In this policy the Board of Management has made every effort to balance the legitimate expectations of teachers and SNAs with the legitimate needs of students.

### **Considerations**

A sub-committee of the Board of Management will consider applications for job sharing, career break, and secondment on an annual basis. This subcommittee will report and make recommendations to the Board of Management. The Department of Education circular letters shall guide the recommendations of the sub-committee along with the following considerations:

- The impact on the overall needs of the school and on the welfare and educational needs of the students.
- The number of job-sharing, career break, secondments and other forms of special leave granted which could impact negatively on the school's teaching schedule, by excessive fragmentation, or loss of teaching experience, or in other ways.

- That a particular subject department is not compromised by granting job-sharing, career break or secondment, and which may result in creating an imbalance in any subject department, leading to the undermining of the stability of a subject department.
- The availability of the scheme to all eligible members of staff.
- Where granting leave may cause particular staffing problems.
- The availability of suitably qualified teachers or SNAs to guarantee curriculum provision and the curricular needs of the school.
- The supernumerary position of the school in the light of its annual teacher allocation. It must be borne in mind that teacher vacancies created by job-sharing can only be appointed on temporary contracts.

It is understood that by being granted and accepting job-sharing, career break or secondment, it is based on the conditions and provisions contained in the circular letters listed above and on the Board of Management's policy as outlined in this document.

#### Points to note in relation to job-sharing

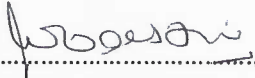
- A job-sharing teacher or SNA must be available for relevant staff and parent/guardian meetings in accordance with school policy and agreements.
- The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job-sharing (e.g. S&S, Croke Park Hours). A job-sharing teacher is required to undertake half the Croke Park hours and all the hours as per circular letter M58/04. The principal shall 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).
- A job sharing teacher may not act as a Special Needs Assistant in the school in which s/he is employed, or in any other school.
- It is not permissible for a job-sharing teacher or an SNA to engage in outside employment without the consent of the employer.
- Teachers and SNAs 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 the students or of the school.

#### Application

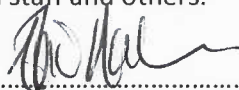
Application forms, information for application and deadlines for application are as per the relevant and current Department of Education circular letters.

#### Reviewing and evaluating the policy

This policy will be reviewed in March 2023 or in line with any changing information or guidelines, legislation and feedback from parents/guardians, students, school staff and others.

Signed:   
Chairman, Board of Management

Date: 09 June 2021

Signed:   
Secretary, Board of Management

Date: 09 JUN 2021

