



Career Break and Job-Sharing Policy

Introduction

Leixlip Educate Together National School Career Break and Job Sharing Policy was formulated in January 2025(4?), in consultation with the teaching staff of Leixlip ETNS and developed in line with relevant Department of Education's [DE] Circulars, to set out procedures with regard to the operation of Career Break and Job Sharing Schemes within the school.

Compliance with School Ethos

Leixlip ETNS is committed to the values laid down in the Educate Together Charter. Our school is learner-centred, equality-based, co-educational and democratically-run. This policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and secure atmosphere.

Rationale

This Career Break and Job-sharing Policy aims to:

- To assist staff in combining work with personal responsibilities or choices.
- Develop and maintain a policy statement specific to the needs of the school in relation to the approval of career breaks and job-sharing.
- Ensure the welfare and educational needs of the pupils takes precedence over all other considerations in relation to the sanctioning of career breaks and job-sharing.
- Ensure that career breaks and job-sharing leave have due regard to the capacity of the school to meet its obligations to its pupils and therefore apply a reasonable limit to the number of its teaching and Additional Needs Assistant [ANA] staff that may be absent on career break or on leave at any one time.
- Clarify the school's procedures in relation to procedures in relation to career breaks and job-sharing.

Department of Education's Career Break and Job-Sharing Schemes

See these links for further information on [career breaks](#) and [job-sharing](#)

Career Breaks

According to the DE's guidelines, a Career Break is a period of unpaid special leave for no less than 1 school year. It may be extended on an annual basis if the total period of the Career Break is not longer than five years at any time, and is a maximum of ten years during a teacher/ANA's career.

Teachers - The main aim of the Career Break Scheme is to facilitate a teacher's personal and professional development in the following areas - voluntary service overseas, accompanying spouse or partner on diplomatic or military posting, educational purposes, public representation, family reasons, personal development, self-employment [DE].

Additional Needs Assistants - The Career Break Scheme provides ANAs with an option to avail of a leave of absence from school, without pay, for a minimum period of 1 year. Objectives of the scheme include:

education. personal development, childcare [DE].

Job-Sharing

The purpose of the Department of Education's [DE] job-sharing scheme is to assist teachers and ANAs to combine work commitments and personal responsibilities/ choices.

Leixlip ETNS Career Break and Job-Sharing Procedures

Introductory Statement

Any member of the teaching and ANA staff of Leixlip Educate Together National School may apply for a career break or may apply to work on a job-sharing basis under the conditions set out in the DE circulars. As a guiding principle, the welfare and educational needs of the children shall take precedence over all other considerations. Staff applying for job sharing or career break arrangement will be interviewed individually to assess the viability of their proposed arrangement.

The following points outline additional factors influencing any job-sharing or career break arrangement in Leixlip ETNS.

Guidelines

1. An application must be made to the Board of Management, no later than **February 1st** of the year in which a teacher is applying for a career break or to job-share.

An application must be made to the Board of Management, no later than **March 1st** of the year in which an Additional Needs Assistant is applying for a career break or to job-share.

2. Staff members shall apply for job sharing positions on an individual basis.

3. The staff member must include in their application, a personal statement indicating to the Board of Management the reasons for which the career break or job-sharing is required. Should the staff member wish, the reason for taking leave or applying for the job-share, need only be made known to the Principal/Deputy Principal and/or Chairperson of the Board of Management. This will be shared amongst Board of Management members only if the career break is in debate.

4. No decision will be made on career breaks until all applications have been submitted [by February 1st].

5. Teachers shall be notified in writing of the Board's decision no later than the **1st March**. Additional Needs Assistants shall be notified in writing of the Board's decision no later than the **31st March**.

6. Staff members granted leave are not permitted to withdraw his/her application after **14th April**, or from the date on which the replacement teacher's contract has been signed, whichever happens first.

The minimum period for which a career break or job-sharing arrangement may occur is one school year.

Career Breaks

In reaching a decision regarding applications for career breaks, the Board of Management will take account of:

- The overall number of allocated posts within the school.

- The number of posts filled on a temporary basis
- The overall capacity of the school to recruit and retain temporary teachers.
- The number of staff on long term sick leave or on approved leave schemes

Each career break leave request will be judged on its merits. An applicant already on career break will hold no advantage over another who is applying for a career break for the first time. The Board reserves the right to interview and evaluate each candidate's application. The following criteria may be used in reaching decisions:

- Length of service of the applicant in the school
- Number of year's cumulative discretionary leave, of any type, including job-sharing, already granted to the applicant in Leixlip ETNS.

If a career break is granted to a teacher who holds a promoted post (principal, deputy, assistant) the teacher will continue to fulfil their duties associated with their post until the end of August preceding the commencement of the career break.

Job-sharing

In reaching a decision regarding applications for job-sharing, the Board of Management will take account of:

- The overall number of allocated posts within the school.
- The number of posts filled on a temporary basis
- The overall capacity of the school to recruit and retain temporary teachers.
- The number of staff on long term sick leave or on approved leave schemes

Each job-sharing request will be judged on its own merits. An applicant already job-sharing will not be given priority over another who is applying for job-sharing for the first time. The Board reserves the right to interview and evaluate each candidate's application. The following criteria may be used in reaching decisions:

- Length of service of the applicant in the school
- Number of year's cumulative discretionary leave, of any type, including job-sharing, already granted to the applicant in Leixlip ETNS.

In job-share arrangements the principal will decide on the pairings and class for the following year. This will be agreed in advance with the principal and shall hold for the year.

Special consideration shall be given by the Board of Management before approving job-sharing for Junior Infants and 6th class [when applicable].

Approval Considerations

The welfare and educational needs of the children shall take precedence over all other considerations.

The Board of Management will consider all relevant factors, including external teacher supply when granting career break leave or job-sharing to staff.

The maximum number of posts which are filled by job-sharing arrangements in any school year shall not exceed one teaching and one ANA post.

The maximum number of career breaks granted in any school year will be at the discretion of the

Board of Management, but will not exceed twenty-percent of teaching, and/or ANA posts allocated to the school.

The decision of the Board of Management is final.

In a job sharing situation the following applies

1. In a job-sharing situation, the two staff members shall work on the basis of a split week. Any changes to the agreed days, even on a once off basis, must be approved in advance by the Principal.
2. If teaching a class, both teachers shall present an information session for parents explaining the strategy employed to manage, teach and assess the class through a Job-Sharing scheme.
3. In consultation with the principal both teachers shall prepare together a full year's work-plan as well as a monthly scheme for the class. At the end of each month both teachers shall complete a detailed report (Cúntas Míósúil) of the curriculum taught and the progress made by the children during the month under both teachers. Copies of the long-term plan and monthly reports shall be presented to the principal at the appropriate times. Together both teachers shall prepare an agreed weekly and daily timetable. Job-sharers are required to maintain a diary in which records of progress and important events shall be noted. Both teachers shall meet [in-person, online or by phone] for a sufficient period of time after school at the end of each 'teaching shift' to discuss and prepare the necessary handover.
4. As a general principle both teachers will display significant flexibility in relation to absences, holidays and also ensuring the class's participation in school events shall continue to happen normally.
5. A job-sharing teacher must be available for relevant staff and parent meetings in accordance with school arrangements; Both teachers must attend formal annual parent-teacher meetings, and the obligation to provide additional hours under the existing Public Service agreements is pro-rata for teachers who are job sharing.
6. End of year school reports shall be jointly filled out by both teachers for each child.
7. The Board of Management reserves the right to terminate a job-sharing arrangement, in the event that it is not operating in the best interests of pupils and school.
8. Each job-sharing arrangement will be reviewed at the end of each school year.
9. Post-holders who are job-sharing and who opt to retain the full post-holder's allowance, shall attend all meetings relevant to that post holder's duties, including in-school-management meetings, and will fulfil the duties associated with their full time post
10. EPV Days granted on successful completion of relevant CPD will not exceed four days per pairing. Job-sharing partners may be flexible and cover each other's leave as agreed.

Unsuccessful Applicants

Any applicant who is unsuccessful in their application for a career break or job-sharing will be informed by the Board of Management after the 1st February deadline. The Board of Management decision is final.

Timeframe for Implementation

- The policy will be implemented with immediate effect

Responsibility for Review

- This policy will be reviewed no later than November 2025. Any changes made will then be ratified by the Board of Management.

Ratification and Communication

- This policy was ratified by the Board of Management on the 25th of January 2024 and communicated to staff and parents via email and is published on the school website.

Signed:
Chairperson of Board of Management

Date: 25/01/24

Signed:
Principal

Date: 25/01/24