

Board of Management Policy on Career Breaks and Job-Sharing:

Rationale:

The Board will consider applications from registered teaching staff for Career Break / Job Share in accordance with **Circular Letter 0010/2011**. The welfare and educational needs of the pupils shall take precedence over all other considerations.

Policy:

At the beginning of each academic year the BOM shall review enrolment, curricular needs and staffing allocation: the BOM may determine a quota of Career Breaks/Job Sharing: Such quota and approval of Career Break/Job Sharing shall be determined by consideration of a). Pupil enrolment:

- b). Curricular Needs:
- c). Teacher Allocation:
- d). Staff Retirement(s):
- e). Individual circumstance of applicant:
- f). No. of staff currently on CB/JS:
- g). Welfare and educational needs of pupils:

A condition of approval of application to Job-Share is that the teacher will attend school for Parent-Teacher meetings, Staff Meetings and such In-Service and Staff Development days designated for curricular, pastoral and administrative needs of the school.

A condition of approval for Career Break is that the teacher prior to resumption of teaching duties must familiarise him / herself with and agree to co-operate with all curricular, programme and syllabus requirements, all adjustments and amendments to Pastoral Care / Code of Behaviour structures, all subject development planning and subject department policy and complete all preparations for resumption of teaching. **It is the responsibility of any applicant for Job-share / Career Break to familiarise him/herself with all sections of Circular 0010/2011.**

The Board of Management will not (except in exceptional circumstances) consider applications :

- a). for Career Breaks/Job Sharing : from any member of staff with less than **FIVE** Years Permanent Service in the school.
- b). for Career Breaks/Job Sharing for the next Academic year(s), that are received **after 1st March** of the current school year.

The Board of Management may in exceptional circumstances choose to review and amend the above criteria.

Approved by the Board of Management 24th March 2011