



**PORTMARNOCK
COMMUNITY
SCHOOL**
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Portmarnock Community School Policy on Career Breaks, Job-Sharing, and Secondments

Introduction

The Board of Management of Portmarnock Community School recognizes the need to support teachers in balancing their professional responsibilities with personal and family commitments. This policy outlines the procedures for career breaks, job-sharing, and secondments, ensuring alignment with Department of Education circulars and the Education Act 1998. The welfare and educational needs of students remain the paramount consideration.

Guiding Principles

1. **Student Welfare and Education:**
 - The primary consideration in granting any form of leave is the impact on students' education and well-being.
 2. **Fairness and Transparency:**
 - Applications will be evaluated based on established criteria to ensure fairness and clarity.
 3. **Operational Stability:**
 - The school will strive to maintain stability in teaching and learning while accommodating teachers' requests.
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Eligibility and Criteria

1. **Career Breaks:**
 - Teachers must be registered with the Teaching Council and have completed at least 12 months of continuous service.
 - Applications are subject to Chapter 7 of Circular 54/2019.
 - The duration of a career break may not exceed five years at any one time, with extensions requiring annual approval.
2. **Job-Sharing:**
 - Teachers must have completed at least 12 months of continuous service.

- Applications must comply with Chapter 8 of Circular 54/2019, with considerations for timetabling and department balance.
 - Job-sharing teachers must:
 - Be timetabled for 11 hours per week (including professional time).
 - Attend relevant staff and parent meetings as per school policy.
 - Complete pro-rata Croke Park hours and supervision/substitution commitments.
- 3. Secondments:**
- Governed by Circular 0029/2018.
 - Applications must include a clear outline of professional or personal objectives and benefits.
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Application Process

- 1. Submission Deadlines:**
 - Career breaks and job-sharing: **February 1** for the following school year.
 - Secondments: **May 1** as per Department guidelines.
 - 2. Approval Process:**
 - Applications will be reviewed by the Board of Management.
 - Decisions will be communicated in writing by the relevant deadlines (March 1 for job-sharing and career breaks).
 - Conditional approvals may depend on the recruitment of a qualified replacement teacher.
 - 3. Screening:**
 - A subcommittee of the Board may screen applications and make recommendations.
 - Final decisions will be made by the full Board, with written communication to applicants.
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Responsibilities and Obligations

- 1. Teachers:**
 - Submit complete applications by deadlines.
 - Adhere to the conditions outlined in approval letters and Department circulars.
 - Comply with teaching hours, professional commitments, and substitute provisions during job-sharing arrangements.
 - 2. Board of Management:**
 - Balance individual teacher needs with school operational requirements.
 - Ensure transparent decision-making and communicate decisions promptly.
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Additional Notes

- Applications may be refused if a suitable replacement teacher cannot be secured.

- Teachers on leave must respond to offers in writing and may not withdraw applications after set deadlines.
 - Special provisions for Special Needs Assistants follow Circular 41/2014 (job-sharing) and Circular 22/2014 (career breaks).
 - The Board reserves the right to terminate arrangements if they are not in the best interests of students or the school.
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