

Donabate-Portrane



Educate Together

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Whole School Policy for Career Breaks among teaching / SNA staff

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Introductory Statement:

This school policy for Career Breaks was initially drafted by Cormac O'Brien, staff rep on the BoM, and Maeve Corish, school principal. Subsequent consultation with all staff members was facilitated during a staff meeting after which time revisions were made as required. The Board of Management will consider favourably requests from permanent /CID members of staff to enable them to take career breaks subject to the school's Career Break Policy, Chapter Eight of the DES publication Terms and Conditions for Registered Teachers in Recognised Primary and Post Primary schools (Edition 2) and Circular 22/2012 (Career break scheme for Special Needs Assistants in recognised primary and post-primary schools)

Rationale:

This policy is a statement to ensure all stability of teaching staff in DPETNS. It is essential to ensure the granting of career breaks will not affect or impede the learning of the children in any way.

Vision:

This policy will complement the ethos of our school. We strive for a child centred approach and equal opportunities for all. We welcome applications for careers breaks for a variety of reasons. This policy will mirror providing opportunities for staff for a break with ensuring children are reaching their individual potential with the staff in school.

Aims:

We aim to:

- Provide information as to how to apply for a career break
- Introduce steps for the BoM to follow to grant career breaks
- While recognising a teacher or SNA's desire to take Leave for whatever reason, it will be recognised that the welfare and educational needs of pupils shall take precedence over all other considerations.

Content of the Plan:

- Application for career break
 - An application must be made to the Board of Management by the 1st February of the year in which a teacher and special needs assistants proposes to take the career break.
 - If an extension to the career break is required, the staff member must apply to the Board of Management before the 1st February of the year in which a teacher and special needs assistants proposes to continue the career break.
 - The staff member must include a personal statement indicating to the Board of Management the reasons for which the career break is required.
 - Should a staff member wish, the reason for taking Leave need only be made known to the Principal/DP and/or Chairperson of the BoM. This will be shared amongst BoM members only if the career break is in debate.
 - No decision will be made on career breaks until all applications have been submitted.

- Unsuccessful applicants will have a right of appeal.

- Number of Staff Members on Career Break

- There will be no maximum number of staff on Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year. The welfare and educational needs of pupils shall take precedence over all other considerations.

In reaching a decision regarding applications for discretionary leave, the Board will take account of:

- (a) the overall number of temporary posts within the school.
- (b) the overall capacity of the school to recruit and retain temporary teachers.
- (c) the number of teachers on long term sick leave or on approved study leave.
- (d) the number of teachers in the school who are likely to be on other types of leave such as maternity, adoptive, parental or carer's leave.
- (e) the suitability of the exchange-teacher who proposes to participate in an exchange arrangement.

The Board reserves the right to interview and evaluate each candidate. The following criteria will be used in reaching decisions:

1. Length of service of the applicant in the school
2. Number of year's cumulative discretionary leave, of any type, already granted to the applicant in DPETNS.
3. Each career break 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.

However, the Board of Management will judge each application for discretionary leave on its own merits.

Unsuccessful Applicants

Any applicant who is unsuccessful in obtaining a career break will be informed by the BoM after the 1st February deadline. This applicant is entitled to appeal the BoM decision in writing. The BoM will consider each appeal on its merits.

Special Circumstances:

Notwithstanding the provisions set out above, the Board reserves the right to grant leave to staff experiencing urgent family reasons, subject to the consent of the Minister, and in accordance with Chapter Eight of the DES publication Terms and Conditions for Registered Teachers in Recognised Primary and Post Primary schools (Edition 2) and 22/20112.

Review:

This policy shall be subject to review every four years (January 2022) or sooner as the needs of the school require.

Communication:

This policy is available for download via the school website at www.dpetns.ie