



St. Paul's College

Board of Management Policy on *Career Breaks & Job Sharing*

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Recognising that " The welfare and educational needs of the pupil will take precedence over all other considerations " (DES circulars 18/98 and 22/99) the College will in general look favourably on all applications but requests can only be granted if the DES provides paid cover for the teachers concerned and suitable substitutes are found.

The total number of staff who will be granted a Career Break or permitted to Job Share in any one academic year shall be not more than 10% of the academic staff .

Within that 10% at most one member of any faculty will be granted either a Career Break or permitted to Job Share in any one academic year with one exception;

two teachers teaching the same subjects may be permitted to job share one teaching position between them.

If there are more applicants than cover is provided for or more applicants than the 10% limit, an order of priority will be drawn based on the system outlined below. Teachers with a higher score have a higher priority.

Teachers are allocated a numerical value based on their years of full time service in the College:

Years of full time service in the College	Score
0 - 4	1
5 - 9	2
10 - 14	3
15 -19	4
20 - 24	5
25 - 29	6
30 - 34	7
35 - 39	8

There will be a reduction of 1 for each year's career break previously granted and a reduction of 0.5 for each year's job sharing previously granted.

If applicants have the same score the availability of a suitable substitute will decide the priority.

Timetable considerations for Job Sharers

The timetable arrangements for job-sharing teachers will be designed within the spirit of the scheme to facilitate the teacher so far as is practicable subject to the overriding guideline that the educational welfare of the students must not be disadvantaged.