

Career Break Policy

Department of Education Guidelines cf. circular letter 22/99

1. The welfare and educational needs of the students shall take precedence over all considerations.
2. Any permanent member of staff who wishes to be considered for a career break must make application to the School Manager through the Principal on/ or before 1st March of the school year preceding that to which the application refers.
3. A career break shall normally be granted for one year. Applications for an extension must be made to the School Manager on /before 1st March of the school year preceding that to which the extension refers.
4. The number of teachers granted career breaks in any one year shall not exceed 10 % of the permanent teaching staff.
5. The School Manager shall carefully consider how the granting of a career break might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. *For these reasons and in some circumstances a career break may not exceed two years.* Furthermore, to facilitate the curricular needs of the school the availability of a suitable substitute teacher is essential.
6. In order to facilitate the curricular planning of the school each applicant for a career break will be requested to indicate his / her future intentions vis a vis returning to work.
7. Each application shall be examined by the School Manager in the light of this policy.
9. The School Manager reserves the right to review or amend this policy with the needs of the school. Amendments shall be made known to the staff.