

St Michael's House Special School Foxfield



Career Break Policy

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A permanent staff member, teacher or special needs assistant, at Foxfield Special School may apply for a career break as per the conditions set out in Chapter 8 of the Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post-Primary Schools (Teachers) and DES Circular 22/2012 (Special Needs Assistants).

Written applications for career break must be with the Board of Management not later than 1st of March for a career break covering the following school year.

The welfare and educational needs of the pupils at Foxfield will take precedence over all other considerations in the BOM decision to grant or refuse a career break.

The maximum number of staff on career break in any school year shall not exceed one teacher and two special needs assistants. Exceptions to this may be considered by the BOM where specific personal/family circumstances prevail.

Where the number of applications for any form of long term leave (career break, job-sharing, secondment etc) exceed the agreed quota the applications will be considered on their merit by the principal, the chairperson of the BOM and another member of the BOM (not the teacher representative). In the event of this happening the selection criteria and process will be agreed by all involved.

Ratification and Review

This policy has been approved by the Patron Body and was ratified by the Board of Management on The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed:

Chairperson, BOM.