

***Meánscoil na mBráithre Críostaí, Cill Chainnigh***  
**Christian Brothers Secondary School, Kilkenny.**

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## CAREER BREAK POLICY Jan 2017

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

## Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

## Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

## Career Break Implementation

The Board of Management welcomes, in principle, the career break scheme as per **Circulars 12/98, 4/99 and 10/11** and **DES Terms & Conditions of Employment, for Registered Teachers in Recognised Primary and Post-Primary Schools (Edition 1, 30th September 2016)**. The CBS Kilkenny policy, in operating the scheme outlined by the Department of Education and Skills, is as follows:

1. The welfare and educational needs of the students shall take precedence over all other considerations.
2. Any permanent member of staff or holder of a CID contract who wishes to be considered for a career break must make application to the Board of Management on or before **1<sup>st</sup> February** of the school year preceding that to which the application refers. The applicant must be registered with the Teaching Council. A career break may be granted for a period of not less than one year and not more than five school years.
3. A career break shall normally be granted for one year. Applications for an extension must be made to the Board of Management on or before the **1<sup>st</sup> February** 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 Board of Management 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. To facilitate the curricular needs of the school, the availability of a suitable substitute teacher is essential. Where the school has surplus teacher/teachers the Department of Education and Skills will not sanction the replacement of a teacher on leave on an incremental basis.
6. The Board of Management must issue a written note of approval or refusal to a member of staff with regard to his/her request for a career break by **1st March** at the latest. Where an application for a career break is refused, the Board of Management will inform the applicant in writing, setting out the grounds for such a refusal.
7. 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.
8. The Board of Management shall examine each application in light of this policy. The following shall be considered only in exceptional circumstances:
  - the granting of a request in excess of the specified percentage (see 4 above)
  - a late application (see 2 and 3 above).

## CBS Kilkenny Career Break Policy

9. The Board of Management reserves the right to review or amend this policy in accordance with the needs of this school. Amendments shall be made known to staff as early as possible or by **1<sup>st</sup> February** and shall relate to the following school year. Applicants have the right to appeal the decision of the Board of Management.
  
10. Taking account of the extent of arrangements to be put in place by the school to cater for a job sharing post, the applicant will not be permitted to withdraw his/her application after **14th April**, or from once the replacement teacher's contract has been signed, whichever happens first.

### **Review**

Along with all the CBS Kilkenny policies, this policy will be reviewed periodically and updated accordingly.

### **Approval**

This policy has been approved by CBS Kilkenny Board of Management.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_