



*St. Saviour's Church, Coalpit Heath.*

## **The Manor C of E Primary School**

### **Policy: Job Share**

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**Approved:**

*Headteacher*

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Chair of Governors

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## **The Manor Primary - Job Share Policy**

The Manor Primary School supports job sharing as part of its policy on equalities in employment, its flexible approach to the recruitment and retention of suitably qualified employees and its Family Friendly Policies.

### **1 What does Job Sharing involve?**

- the division of the duties of the post between two employees normally on an equal basis;
- the post being covered by two employees for the whole of the normal working week;
- the continuity between two post holders and in some cases, a degree of overlap to ensure that sharers can exchange information or carry out some work together;
- each job share employee having equal rights and obligations as full-time employees with certain benefits shared pro-rata to contractual hours;
- entitlements for which employees qualify by length of service will be calculated individually and received on pro rata basis;
- appointment to the post being made on condition that both halves of the post are suitably filled and that in the event of any difficulty in filling one part of the post the Governing Body may need to consider changing the post back to a full time post. (This safeguard is essential particularly where the post requires specialist experience or qualifications and may be difficult to fill; please refer to 3.10 for consideration of the option when one job sharer leaves).

1.2 However, the Governing Body's support for job sharing is on the basis that it will not lead to any loss of efficiency or decrease in the level of service provided. There may, therefore, be operational reasons for excluding certain posts from job share.

1.3 The decision on whether or not a particular post can be shared is the responsibility of the Governing Body in consultation with the Head Teacher.

1.4 The option of job sharing will be considered in the following circumstances.

- Vacancy or restructuring
- Request by an existing employee to job share his/her post
- Request by an employee who is on maternity leave to return to her post on a job sharing arrangement

## **2 Procedure for Job Share**

- 2.1 A request to job share should be made on the Right to Request Flexible Working - Application Form. The Governors and Head Teacher will give serious consideration to all requests in line with the statutory right to request flexible working.
- 2.2 Where it is not possible to grant a request the reasons for the refusal will be in line with the statutory reasons for refusing a request for flexible working and will be notified in writing. Where a vacant post is advertised as open to job sharing applicants, selection will continue to be on merit and suitability for the post. It will therefore require two applicants to be selected as the two most suitable persons for the post before a job share arrangement can be agreed.
- 2.3 In deciding whether or not a post may be filled on a job-share basis, the governing body and Headteacher will have regard in particular, but not exclusively, to the following factors:

### **a The Nature of the Duties and Responsibilities of the Post**

This may include consideration of:

- the complexity of the job;
- the level of responsibility, including supervisory and co-ordinating duties;
- the degree of involvement with pupils, parents or other staff;
- any particular requirement for continuity in terms of knowledge, availability of support for individual pupils;
- the ability to overcome any requirements for an overlap or handover period between the job-sharers.

### **b Availability of Suitable Employees**

For a job sharing arrangement to work, there needs to be two suitable employees in terms of performance, experience, qualifications, etc. A job sharing arrangement can therefore only finally be agreed when it is known that two such people are available to fill the post. A successful job sharing arrangement depends on both job sharers' commitment, preparedness and flexibility to ensure any operational problems are overcome.

### **c Overall Staffing Situation in the School**

Governors and Headteachers will need to consider whether or not having a higher proportion of job share or part time staff within the school will adversely affect the provision of services. This could cause problems of continuity; communication difficulties; or reduced promotional opportunities for full time employees.

### **3 Terms and Conditions of Staff employed on a Job Sharing Basis**

#### **3.1 Hours/Days of Work**

The normal arrangements will be that the full time hours will be split about 50/50, but slight adaptation may be made to this as long as the agreed split meets the needs of the school. A minimum of 40% of the full time hours will normally apply to a job share position. N.B. the contractual hours and FTE of part time teachers will be calculated in accordance with the national formula in the STP&CD.

#### **3.2 Rate of Pay**

Job sharers will be paid pro rata to the full time salary. However, it is possible for job sharers to receive different rates of pay if they are appointed on different incremental points.

#### **3.3 Work Outside of Normal Hours**

As far as possible, arrangements for any work outside of normal hours will be shared.

#### **3.4 Doctors/Dentist Appointments**

As most job shares will involve employees working only part of a week, it is expected that wherever possible such appointments are arranged in the employee's own time and will not involve time off work.

#### **3.5 Ad Hoc Changes to Regular Working Hours**

Occasions may arise when employees would like to be absent from work for personal reasons on days when they would normally work. This may be possible but in exceptional circumstances only and then at the Head Teacher's discretion. The decision would be dependant on the job share colleague being willing to alter their normal working days. Any request for an ad hoc change from regular working hours should be made in writing with at least two week's notice.

#### **3.6 Additional Working Arrangement**

3.6.1 Job sharers will be subject to the directed time provisions within the School Teachers' Pay and Conditions Document on a pro rata basis. Job sharers are entitled to 10% of their timetabled teaching time as PPA time.

3.6.2 It is anticipated that both job share colleagues will attend Parent/Teacher consultation evenings as part of their directed time or by mutual agreement on days when they do not regularly work.

- 3.6.3 Job sharers should have access to training opportunities on the same basis as full time employees. Job sharers may be required to attend training courses or other school meetings at times outside of their normal attendance arrangements on days that they are normally required to be available for work, but within their directed time allowance. Where the job sharer agrees to attend training on days when they are not normally required to be available for work and/or in addition to their directed time payment will be made on an additional hours basis.
- 3.6.4 Job sharers are required to attend INSET days on days when they are normally required to be available for work. Some INSET days may occur on days other than those regularly worked and it is open to a teacher to attend these by mutual agreement with the Head Teacher.
- 3.6.5 Staff meetings are an important means of communication. It is therefore expected that all staff will want to attend on a regular basis. In the circumstances where the meeting takes place on a day when the job sharer does not work, he/she may attend meetings by mutual agreement with the Head Teacher. It is the responsibility of the teacher who has missed a meeting to read minutes as soon as possible thereafter and for job share colleagues to communicate with each other over class specific issues.

### **3.7 Additional Working Arrangements – Support Staff**

- 3.7.1 Job Sharers may be paid overtime or take time off in lieu, as agreed by the Head Teacher. Overtime is voluntary unless specified as a contractual requirement. The normal conditions for part-time support staff will apply i.e. any additional hours worked will be paid at plain time except on a non-rostered day when hours in excess of 37 will be paid at time and a half. Additional hours worked on a Saturday or Sunday will be paid at time & half, and on Bank Holidays at double time.
- 3.7.2 For staff working all year round the annual leave entitlement will be calculated on a pro-rata basis. For term time only staff the annual leave entitlement, including bank holidays and statutory holidays, is reflected in the factor calculation for salary purposes.
- 3.7.3 For staff working all year round the preferred options for ensuring that bank holidays and extra statutory holidays are shared equally is either:
- i. For management to agree with job sharers an arrangement where in each week that public or extra-statutory holidays occur, both sharers work an equal number of hours and have equal holidays

(e.g. if one bank holiday they each work two days, if bank holiday plus extra statutory day they each work one and half days that week); or

- ii. The bank holidays/extra statutory days are divided pro-rata between the employees and added to their annual leave entitlement.

3.7.4 Each job sharer should have access to training opportunities on the same basis as full-time employees. Job sharers may be asked to attend training courses at times when they would not otherwise be working for which management could agree either to additional payment at plain time or time off in lieu.

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### **3.8 Handover Arrangements**

**3.8.1** Both job share partners must determine, in agreement with the Head Teacher, arrangements for an effective handover of work to their partner and on-going communications, in order to ensure the effective functioning of the job share.

### **3.9 Absence**

3.9.1 Where one job sharer is absent, or one half of a job shared post is vacant for a significant period of time, the remaining partner may be requested to work additional hours where their domestic or other commitments allow.

### **3.10 Factors for Consideration**

3.10.1 In deciding whether or not a post may be filled on a job share basis, the Governing Body and Head Teacher will have regard to

- the complexity of the job;
- the level of responsibility, including supervisory and co-ordinating duties;
- the degree of involvement with pupils, parents or other staff;
- any particular requirement for continuity in terms of knowledge, availability of support for individual pupils;

- the ability to overcome any requirements for an overlap or handover period between job-sharers;and
- whether or not having a higher proportion of job share or part time staff within the school will adversely affect the provision of services. This could cause problems of continuity or communication difficulties or reduce the promotional opportunities for full-time employees.

### **3.10.2 Conditions upon a Vacancy arising**

- 3.10.2.1 In the event of termination of employment by one of the two job sharers employed in the post, then the following procedure will operate:
- 3.10.2.2 the remaining job sharer may be offered the post on a full time basis;
- 3.10.2.3 if any offer is not accepted, then the job share vacancy will be advertised;
- 3.10.2.4 A post that is subject to a job share will require from the Job Sharers a degree of flexibility, particularly when meeting the needs of the service.
- 3.10.2.5 When a new Job sharer is appointed, the expectation will be that this employee will fit in with the existing Job Share Holder. Where agreement cannot be reached then appropriate notice under the contract may be given should the Job Sharer be required to alter his/her pattern of work.
- 3.10.2.6 If the school is unable to appoint a suitable Job Sharer then consideration will be given to:
- (i) Considering an alternative Job Share arrangement with another employee; or
  - (ii) Creating two part-time posts: or
  - (iii) Changing the existing Job Sharer's post into a part-time post; and
  - (iv) Making the unfilled Job Sharer post redundant; or
  - (v) Reorganizing the provision of services with appropriate consultation to ensure the needs of the service are met.
  - (vi) At all times appropriate consultation will take place and where necessary notice will be given to the Job Sharer should any changes be proposed.