

**NORTHAMPTONSHIRE COUNTY COUNCIL  
EDUCATION AND COMMUNITY LEARNING DIRECTORATE**

**SCHOOLS AND EDUCATIONAL ESTABLISHMENTS**

**JOB SHARE POLICY**

**1. INTRODUCTION**

Many employees need to combine their career with other priorities, including family and caring commitments. Job share provides a means for such employees to balance the various facets of their life.

Job sharing is, for legal purposes, a form of part-time working. The difference is principally that it is a shared responsibility for a single full time post involving the full range of duties and responsibilities.

Many individuals, not just those currently working full time, find job sharing to be an attractive alternative to an undesired career break, for example:

- Men and women seeking part-time employment to allow them to play an active role in childcare or other caring responsibilities or other personal commitment.
- Individuals who wish to pursue a course of study.
- Individuals with a disability or progressive medical condition who may be able to remain in employment longer with a reasonable adjustment to hours of work through job share arrangements.

Job sharing can help with problems of recruitment and retention. In particular, it may encourage employees to continue with their careers following maternity leave, or to return to work because of the balance that can be achieved between home/job commitments.

**2. PRINCIPLES, TERMS AND CONDITIONS OF SERVICE**

The following points have been agreed by the Governors in the best interest of effective management and educational provision to meet the needs of the children at Greens Norton School.

Definition: Job sharing is where two employees share the work of one post. Both employees work part-time and share the responsibilities for the effective performance of the job. They receive their holiday and other benefits of the job on a pro rata basis. The post still remains full time.

Each job share request to the Governors will be considered on its merits. The onus is on the teacher making the request to ensure the job share works efficiently.

- 2.1 The job share arrangements must not disadvantage the continuity of management throughout the school.
- 2.2 The cost of the job share arrangements should not exceed the maximum equivalent costs of a full time salary.
- 2.3 All job sharers are permanent members of staff.

There will be termly reviews to address any issues that arise that need to be dealt with by the job share team. This review will be the responsibility of the Head and Deputy.

### **3. CONTRACTUAL ISSUES AND PROFESSIONAL DUTIES**

The Headteacher shall decide upon the 'share' of the work, after discussion with the job holders.

- 3.1 In conjunction with the Headteacher, it will be clarified which subject lessons which job share candidate is responsible for during the week. This should include separate books for English, Maths and Science.
- 3.2 Both job sharers are to be present at all parents' evenings - at the discretion of the Headteacher.
- 3.3 Both job sharers to attend all training days - at the discretion of the Headteacher.

**N.B.** Joint working should not exceed 1265 hours, and 195 days, unless job share partners' salaries as a proportion of the full time salary are in total greater than 1.0 FTE. Alternatively job sharers could be paid at an appropriate supply rate.

- 3.4 Both job sharers to attend all staff meetings
- 3.5 The job description of the post remains unchanged

E.g. both job sharers shall be responsible for meeting the targets set for their children.

The school will make it clear, specific lead responsibilities.

Maintaining the classroom environment to a high standard is the responsibility of both job sharers.

- 3.6 Where a teacher has a responsibility for a subject area, that teacher maintains and promotes that subject throughout the job share contract period.

#### **4. COMMUNICATION**

Both job sharers are responsible for arranging and maintaining effective communication within the contractual working time.

E.g. both job sharers to ensure that continuity of learning for the children is maintained by keeping records, a diary, and agreeing to establish and maintain a weekly handover meeting e.g. 12 noon to 1pm on the changeover day.

- 4.1 If a job sharer misses any meetings, it is their responsibility to ensure they are fully informed.

#### **5. SALARY, LEAVE AND SUPERANNUATION**

- 5.1 The job sharers will work a split week and will take their holidays at the designated school holiday times.
- 5.2 There is an entitlement to continue to contribute to the Teachers Pension Scheme.
- 5.3 In the event of one of the job sharers being absent through illness or domestic crisis, first day cover will be provided. After this the other job sharer will be invited to cover the class (with pay) where possible.

#### **6. PERIODS OF NOTICE AND TERMINATION OF JOB SHARE**

Periods of notice will remain in line with the Teachers' Pay and Conditions of Service.

- 6.1 Employees employed under a job sharing contract are regarded as permanent employees once permanent arrangements under point 2.3 are agreed. If one job sharer leaves the scheme, it will not automatically affect the other sharer's entitlement to employment. In these circumstances, the school will consider the following process:
  7. The vacant hours will be offered to the remaining job sharer. In the event of a change in working hours being unacceptable to the remaining job sharer or management, and subject to the needs of the school, another job sharing partner will be sought. The remaining job sharer shall continue to cover their own proportion of the duties of the job until a new appointment is made. The job will be advertised once locally and/or nationally. If no suitable candidate is found, then point 7.1 will be invoked.
    - 7.1 If an establishment experiences recruitment difficulties, (i.e., a replacement job share partner cannot be recruited), the establishment must be able to demonstrate that the position has been appropriately advertised, and that all reasonable steps have been taken to attract and appoint a suitable job share partner. In the event that a suitable appointment cannot be made, the existing job share partner will be offered an increase in hours to cover the whole FTE job. All reasonable steps will be taken to support the remaining job sharer in a suitable re-deployment opportunity. If no suitable opportunity can be located, a redundancy situation may be invoked within normal County redundancy procedures.
    - 7.2 The job share arrangements will be monitored and reviewed during the first year by the Headteacher, a Governor representative and the job share partners. If any difficulties arise all reasonable steps will be taken to provide continued support for the arrangements, however, there may be circumstances where the arrangements have been unsatisfactory, there must be clear evidence to support this, and in such cases steps may be taken to revert to a full time position. Careful consideration must be given to Job Sharers' employment rights.