



Job sharing scheme for teachers

For Teachers based in City Schools/Colleges and other establishments
(including centrally based teachers)

Human Resources
Education and Children's Services
Last reviewed: **pending**

Although this document refers to the Headteacher, it also applies to the Principal / Line Manager / governors as appropriate. Where there is reference to teacher in this document amendments will be required if the school decides to apply this policy to other staff.

JOB SHARING SCHEME FOR SCHOOL TEACHERS **(INCLUDING CENTRALLY BASED TEACHERS)**

1. DEFINITION

- 1.1 Job sharing is the voluntary sharing of the responsibilities and duties of one full time post. The post may potentially carry management responsibility e.g. a TLR or a leadership role. If so the full role must be split between both sharers. The salary and benefits are divided between the job sharers according to the hours they work. Job sharing is not necessarily restricted to the equal division of hours i.e. 50:50 but could for example be a 60:40 split or some other agreed split. This scheme relates to permanent job share arrangements. Temporary agreements may be approved at the discretion of the Headteacher/Service Manager.
- 1.2 Job sharing can provide a wider range of skills, better continuity during sickness or leave and increased efficiency resulting from greater flexibility. It allows a school to retain skilled and experienced staff thus helping to maintain a more stable workforce; it can help a school attract subject specialists who would not be available for full time employment.
- 1.3 However there may be occasions when Heads/Governors decide a post is not suitable for job share. In such cases anyone requesting job share should be given the reasons for this decision in writing.
- 1.4 The scheme may be of particular interest to teachers who, for example:-
- Have domestic responsibilities
 - Are returning to work following long term sickness, where such a reduction of working hours is consistent with the Authority's Management of Sickness Absence policy.
 - Are returning from maternity leave and may find returning to work on a job share basis easier, whilst enabling them to remain within the career structure
 - Wish to combine teaching with part time education
 - Have a disability which prevents them from working full time
 - Have responsibility for a dependant relative
 - Are full time teachers who would prefer to share a post.

This list is neither exclusive nor exhaustive and there may be other reasons for a request for job sharing.

- 1.5 When considering a request for job share, the particular reasons for the request will be taken into account in the following circumstances:-

When a return from maternity leave is involved. a refusal to allow job sharing may constitute sex discrimination under the Sex Discrimination Act.

Where the applicant is a disabled person, refusal to allow job share may be seen as the refusal to make a reasonable adjustment under the Disability Discrimination Act and so may be unlawful.

Where the applicant is returning from long term sickness absence and there is a recommendation from the Occupational Health Physician for a reduction in the working week.

After a request for job share if Heads and Governors decide that a post is not suitable, the prospective applicant should be given the reasons in writing. Examples of this could be: the nature of the work; too many other job sharers in the school/department; detrimental effect on the service of the school and/or curriculum provision for pupils. Support and advice is available from the Human Resources Team.

2. INITIATION OF JOB SHARING ARRANGEMENT

- 2.1 A job sharing situation can come about in a variety of ways. Two people may apply jointly for one full-time job, or an individual employee may come to an agreement with management which allows the employee to reduce working hours and management to appoint an additional part-time employee. Alternatively, a school may advertise for 'one full-time or two part-time employees'.
- 2.2 Advertisements for vacant full-time posts may invite applications from persons wishing to job-share, either individually or as a pair. Such applicants may be external or internal. Selection will be on the basis of the best applicant(s) for the job whether or not this results in making a full-time or a job sharing appointment.
- 2.3 A teacher wishing to share his/her post will first put this proposal in writing to the Head Teacher/ Service manager and if acceptable, the Head Teacher/Service Manager will advertise a part of the full-time post as a job share. The teacher should make clear in writing his/her preferred options for availability.

The date of commencement for the job share should be agreed in advance to allow sufficient time to recruit to the post.

Please see Appendix A for the best practise timescales to be followed.

- 2.4 If two existing full time teachers wish to job share, the Headteacher/Service Manager should be approached with the request. Any formal request should be made in writing. If the two teachers have compatible responsibilities and duties the Governing body may approve the request without the need for advertising. The subsequent vacancy can then be advertised following normal procedures.
- 2.5 Where a Headteacher or Service Manager wishes to job share, the governing body or appropriate departmental senior manager would take responsibility for the management decisions and any possible subsequent recruitment.

Teachers requesting to job share will be expected to give their normal period of notice as set out in the table below:

To commence	Apply by	Giving notice of
January	31 October	2 months
April	28 February	2 months
August/September	31 May	3 months

If no suitable job share partner can be found, the post holder will have to continue to work full-time.

3. ADVERTISING & SELECTION PROCEDURES

- 3.1 Both job sharers must have the necessary qualifications and experience to perform the full range of duties of the post.
- 3.2 Following advertisement of the post (whether one full time post or one job share post) job-sharing applicants should be short-listed and interviewed individually in exactly the same way as full time applicants. Job sharers should be considered as individuals during the short-listing and interviewing stages, although their combined abilities and overall suitability for appointment with regard to the person specification should be taken into account. It is also advised that a joint discussion takes place to cover aspects of the working arrangements as in Section 4.
- 3.3 Once appointed, the job security of each job sharer should not be made conditional on the continuing employment of the other.
- 3.4 **Please refer to appendix 1 for the best practice timescales to be followed.**

4. WORKING ARRANGEMENTS

- 4.1 Job sharers should be entitled to the same proportion of non-contact time as a teacher employed on a full time basis would receive. Both job share partners are responsible for the preparation and planning of their teaching and other duties to ensure the effective functioning of the job share arrangement. Where it is possible, additional non-contact may be given to facilitate a handover.
- 4.2 The way in which job sharers work together should be by mutual agreement between the two teachers concerned and must be documented. Only then should a Contract of Employment be issued.
- 4.3 Individual agreements should take into account the following:-
 - (a) operational requirements and constraints
 - (b) the nature of the work involved
 - (c) the special skills, knowledge and abilities of the job sharers
 - (d) the availability and needs of both job sharers and
 - (e) how the handover from one partner to the other will operate.
- 4.4 Individual agreements should contain the following:-
 - (a) working time arrangements to apply to each of the job share partners, including the division of the working week and covering in broad terms such matters as the 1265 hours directed time and attendance at training days, meetings and other duties. Advice is available from the Human Resources Team.

(b) the fact that any handover or consultation period is within directed time;

(c) allocation of duties and distribution of work

4.5 The Headteacher/ Service Manager may need to vary the agreement. Job sharers may also request variations and the headteacher shall consider such requests. Any variations must be by mutual agreement with the teachers concerned and the headteacher and should be documented and incorporated into the contract of employment as appropriate.

4.6 Consideration should be given to such matters as:-

- days of the week in which school holidays fall
- unequal lengths of the morning and afternoon sessions
- the pattern of staff meetings

Where one partner in a job share works each morning and the other job share partner works each afternoon it may not be possible to achieve a 50:50 job share, because of the different lengths of the sessions.

4.7 After consultation and agreement with the job sharers, the Headteacher/ Service Manager should determine their participation in staff meetings, curriculum meetings, the five non-teaching days (including INSET), parents' meetings and other activities. Job sharers should only be expected to participate in these activities on a pro rata basis by mutual agreement.

5. JOB DESCRIPTION

The job description for a job share post will be that of the full-time post. An addendum may be added to specify any division of tasks between the two job sharers, as discussed within working arrangements above.

6. HOURS OF WORK

Job sharers will normally work on a 50:50 or 60:40 division of the working week but the actual division of the working week will be by agreement with the Headteacher and both job sharers and will cover all sessions of the week.

The two sharers' hours may overlap at some point during the working week. However, agreement must be reached with the Headteacher, prior to commencement of the job share, on how the handover will be achieved if there is no overlap.

Job sharers may be asked to work additional hours to provide cover for the absence of their partner or if the other half of the post becomes vacant. However, there will be no obligation on the job sharer to work the additional hours, although the benefits to the pupils/students of such an arrangement are self-evident.

Payment for any additional hours would normally be made at the relief teacher rate appropriate to the individual partner undertaking the additional hours.

7. JOB TITLE

Each job sharer will have the same job title as the full-time post, with the addition of 'Job Share'.

8. CONTRACT OF EMPLOYMENT

Each job sharer will be issued with an individual contract of employment. The individual teacher's statement of particulars will include the name of the person they job share with.

9. SALARY AND INCREMENTAL PROGRESSION

Each job sharer should be placed on the spinal column point appropriate for his/her experience and qualifications, in accordance with the provisions of the salaries document current at the time and receive a pro rata salary. A pair of job sharers could therefore each be on a different spinal column point of the scale. Incremental progression will apply, as per the current Pay and Conditions Document. Job sharers will have the same entitlement to sick pay, maternity/paternity/adoption pay as full timers, any payments being pro-rata to the proportion of the job.

10. RESPONSIBILITIES

Job sharers will reach agreement to share professional responsibilities equitably (e.g. PPA, break duty, meetings etc.). These responsibilities must also be agreed by the Headteacher/service manager.

11. SUPERANNUATION

Job sharers have the option of remaining in the Teachers' Superannuation Scheme or opting out. It is recommended that job sharers remain in the scheme. Existing employees who request to be considered for job sharing should be advised to consult the Human Resources Team and/or their Professional Association regarding the effect of reducing their hours.

12. PROMOTION

Job sharers will be considered for promotion under the same agreement as full-time teachers. As a combined team they may apply for a promoted post or as individuals for different posts.

13. TRAINING & EXPENSES

Job sharers will have access to in-service training opportunities on the same basis as full-time teachers, providing they are available to attend the appropriate courses. Where any part of the course falls outside the job sharer's normal working hours either payment or time off in lieu will be given. Individual job sharers will be reimbursed for expenses incurred on the same basis as full timers.

14. OTHER CONDITIONS OF SERVICE

Other conditions of service will be in accordance with the Conditions of Service for School Teachers in England and Wales (Burgundy Book) the relevant School Teachers pay and conditions document (Blue Book) and the supplementary Conditions of Service for Leicester Teachers.

15. WHAT TO DO WHEN A JOB SHARER LEAVES

If and when one half of a job share post becomes vacant the following steps should be taken:

- 15.1. If the post is without a TLR the Headteacher / Senior Manager will consider whether the vacant post is still required.
If the post is no longer required, the remaining partner will be offered the opportunity to express an interest in a full time post, if one is available at the school.
Alternatively they will be appointed to a new part time contract , the working pattern to be agreed with the Headteacher./Senior Manager.
- 15.2 If the post holds a TLR responsibility, consultation should take place with the remaining employee to establish how the reduction in responsibility will be accommodated (management decision).
- 15.3 If it is considered essential that the vacant part of the post be filled, the remaining job sharer should be offered the full-time post.
- 15.4 If the remaining job sharer does not want to increase his/her hours then the post will be advertised.
- 15.5 Within the recruitment process, it is recommended that there should be an opportunity to meet the remaining partner.
- 15.6 Where a partner leaves a job share and despite having followed procedures set out in Paragraph 15.1 to 15.4, no new partner can be recruited, a supply or temporary salaried teacher would need to be used to fill the vacancy in the job share. However, in certain very exceptional circumstances, it may be agreed that the post should be held by a full-time employee, in which case the incumbent will be offered another permanent part-time post, where possible working the same hours as in the previous job share, carrying the same protection of employment rights.

16. ACCESS TO REDEPLOYMENT

Job sharers are not exempt from the provisions of the Authority's Procedure on teacher redeployment.

17. PROSPECTIVE JOB SHARERS

Any prospective job sharers or the Headteacher/Service Manager considering the establishment of a job share post may contact the school/college Human Resource Consultant in the Human Resources Team or their Professional Association to discuss their proposals and to be appropriately advised regarding effects on pension benefits, etc.