



**Flushdyke J & I School**

# **Job Share Policy**

Approved by: Governing Body

Date: 19 June 2020

Review Date: June 2022

## 1. INTRODUCTION

The school recognises that prospective and existing employees sometimes require flexible working arrangements of which job share is one of them. Job sharing is when two or more people share the duties and responsibilities of one full-time job. Each person undertakes part of the work for part of a week or possibly alternate weeks. Salary and other benefits are then divided in proportion to the hours worked.

All jobs are open to applicants on a job-share basis unless there are business reasons to justify that the post must be filled full time.

Job-sharing benefits the employee and the school. For the employee it gives the opportunity to work under arrangements that meet changing individual needs. For the school it allows a flexible working arrangement to be made for employees who might otherwise leave. It also allows an employee to work part-time whilst ensuring that the school is still receiving full-time cover.

There are many circumstances which may occur that require employees to reduce the hours they work:-

- As a transition into retirement\*
- Personal medical requirements
- Caring for dependents
- To continue or take up part-time study
- Caring for young children

There are many benefits that a school should be aware of when an employee requests job sharing:-

- A reduction in the number of employees leaving, especially when the job is highly pressurised or tedious
- Retention of skilled employees and reduction of training costs
- Better sickness and other absence cover as any absence should only affect half of the job
- Additional skills are available within the school.

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\*Visit [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) for information about phased retirement benefits (Teachers)

\*Visit [www.lgps.org.uk](http://www.lgps.org.uk) for information about flexible retirement benefits (Support Staff)

## **2. THE DIFFERENCE BETWEEN JOB SHARE AND PART TIME WORKING**

Job Share is one full-time job and all its attendant responsibilities divided into two permanent part-time jobs with the sharers being jointly responsible for the post and receiving the full-time benefits on a pro-rata basis.

This is quite distinct from part-time work where one person is employed for a limited number of hours to carry out a particular function.

## **3. BASIC PRINCIPLES**

Job sharing is defined in this policy as the voluntary sharing of an established job with the salary shared on a pro-rata basis.

No member of staff is under any obligation to enter into a share arrangement without their agreement.

Every established post in the school will be regarded as potentially suitable for job sharing unless the Governing Body has specifically excluded it from the scheme. In cases where employees are dissatisfied with reasons given employees have the right to raise the issue through the normal grievance procedure.

The concept of one job share only per employee should be applied.

When it is proposed to make appointments on a job share basis, the division of tasks must be established before the appointments are finalised in consultation with the applicants.

The arrangements proposed should be discussed with the relevant trade union/professional association representatives before any further action is taken.

Any costs involved by the two people sharing a post will not exceed that which would be paid to the post had it been full-time unless specifically approved by the Governing Body.

## **4. APPLICATIONS FOR JOB SHARE**

Applications from job-share candidates must be treated equally to those candidates wishing to work full time.

There are a number of ways of applying for job share:

- i) An existing post holder may apply to job share and the remaining portion of the job would be advertised
- ii) Two applicants can apply jointly for a post and be successful, being considered jointly alongside every full-time application

- iii) One applicant could successfully be appointed to a vacant post on a job-sharing basis and the remaining portion of the job would be advertised
- iv) Two applicants apply independently of each other can be appointed to a vacant post, being considered jointly alongside every full-time application.

#### 4.1 Applying for a Job-Share as an Existing Employee

An application for job share must be made formally in writing to the Chair of Governors with a copy to the Headteacher. The Headteacher, in consultation with the appropriate Committee of the Governing Body, should consider the request.

- The Headteacher should discuss with the applicant(s) the operational requirements of the post (e.g. continuity, the division of duties, timing of sessions, communication and flexibility of work practices etc) to satisfy him/herself that a job share will meet the needs of the school as well as the individual.
- Before responding to a formal request, the Headteacher, in consultation with the appropriate Committee of the Governing Body, should seriously consider the managerial and educational implications of the request.
- Any request for job-share, which cannot be accommodated, must be justified. If a formal written request is refused, the applicant must be informed in writing of the reasons for the decision. It would be inappropriate to dismiss the request solely because it initially appears to be more difficult to manage.

Where an existing employee or applicant requests to job-share, approval will be subject to a suitable sharer being found through the advertising process. If during this process a suitable sharer is not found the post will be advertised one more time. If after two advertisements a suitable sharer cannot be appointed, the job-sharing request will not be approved. Any selection decisions will be made in accordance with the school's usual recruitment and selection policy and procedure.

Where a request for job-share from an existing full time employee is approved it may be necessary for the employee to continue to work full time until the newly appointed job sharer can commence employment.

#### 4.2 Applying for an Advertised Post on a Job-Share Basis

Where an applicant would like to apply for a post in a job share capacity and the job has been advertised as open to job share, the employee should indicate that they would like to be considered for job share on the application form. The applicant does not need to have an

identified partner before applying to job share. If they have identified a partner, this should be clearly indicated on the application form.

## **5. CONDITIONS OF SERVICE**

There will be no change in the grade of a post subject to a job share to that normally applicable.

All service conditions shall be applied in the same way as they would to a full-time appointment; payments and holidays being pro-rata to the number of hours worked. Specific conditions of service are listed below.

### **5.1 Contract of Employment**

Each partner to a job share will hold individual contracts of employment. The job description agreed will be that prepared for the established post with an addendum to reflect agreements reached where overlap/continuity/or split tasks are required. The hours worked will be individually stated for each partner to the job share. Total hours shall not exceed those of the established post. There shall be an addendum to each participant's Statement of Main Terms of Employment.

### **5.2 Salary**

Pro-rata to the salary grade for the number of hours worked. Salary will be determined for each participant in accordance with the School's Pay Policy.

### **5.3 Annual Leave (Support Staff with whole year round working patterns only)**

Standard leave entitlements under NJC Conditions of Service as supplemented by Local Conditions of Service pro-rata to the number of hours worked.

(Existing employees within protected leave entitlement will receive their protected entitlement on a pro-rata basis). The provisions for long service leave will also apply to job sharers. There shall be no restriction on job sharers taking annual leave at the same time subject to the normal provisions which apply to full-time staff in this respect.

### **5.4 Public and Statutory Holidays**

Where the working arrangements result in a disproportionate share, administrative adjustments will be made to provide a fair split.

## 5.5 Sick Pay

Job sharers shall have applied to them the provisions of the Sickness Payments Scheme and will be eligible for Statutory Sick Pay as appropriate.

## 5.6 Maternity Leave

Job sharers will be entitled to Maternity Provisions in accordance with National Conditions of Service.

## 5.7 Superannuation

All job sharers shall have applied to them the appropriate superannuation regulations.

## 5.8 Overtime (Support Staff only)

Where hours are worked in excess of contract, additional hours payment or time in lieu will be granted. Enhanced rates will be paid for weekend working when 37 hours has been completed by both job sharers. Overtime worked after 6.00 p.m. will be paid at plain-time rates unless the total hours worked exceeds 37.

## 5.9 Increments

Where appropriate normal incremental progression shall apply.

## 5.10 Car Allowances

Travelling expenses will be paid for both job share participants in the same way as would be the case for the full-time post.

## 5.11 Training

Job sharers shall be able to apply for training opportunities on the same basis as full-time members of staff.

### 5.12.1 Promotion

Job sharers (together) may apply for promotions on equal terms with full-time employees, but both must demonstrate their capability for promotion.

## 5.13 Planning, Preparation and Assessment Time (PPA) (Teachers only)

Guaranteed PPA time should be provided to job sharers on the same basis as for full-time members of staff.

## 6. WORKING ARRANGEMENTS

The Headteacher should agree the divide in hours taking into account the needs of the school and as far as possible, the suitability of working patterns for the job-sharers. Examples of possible working patterns are as follows:

- The job-sharers work every day, splitting the day between them
- The job-sharers split the week between them working 2 ½ days each
- The job-sharers alternate between working 2 or 3 days per week

This list is not exhaustive.

The sharing arrangement must be suitable to the needs of the school.

### 6.1 Changeover/Overlap Arrangements

In the case of certain job sharers an essential requirement will be the need for changeover/overlap arrangements. Wherever possible, these should be encompassed within the normal established total hours of the post.

The overlap arrangements should be used to ensure the transfer of information for the continuity of the children's education and for communication with other members of staff.

### 6.2 Liaison

Job Sharers should agree the most appropriate way of communicating with each other. For example, teachers could maintain a class liaison file to be used to detail incidents, pastoral concerns and liaison with parents etc for reference during the week to provide continuity.

### 6.3 Staff Meetings (Teachers)

Teachers shall attend staff meetings on those days that they are normally required to be available for work.

The member of staff attending the staff meeting will provide feedback and give relevant handouts to the job share partner who does not attend the meeting.

### 6.4 Non-Pupil Days (Teachers)

Teachers shall attend in service training on those days that they are normally required to be available for work.

#### 6.5 Parent Consultation Evenings (Teachers)

Teachers shall attend parent consultation evenings on those days that they are normally required to be available for work.

#### 6.6 Additional Payments

Job sharers should be given the opportunity to access training that is being offered to full time colleagues.

Where a member of staff has mutually agreed with the Headteacher to attend training or a meeting that falls on a day that they are not usually expected to work then they shall receive an additional payment in accordance with the provisions of the School Teachers' Pay and Conditions Document.

#### 6.7 Cover Arrangements - Temporary

During short term periods of absence (i.e. not normally more than four weeks) of one of the job share partners, e.g. sickness, annual leave or vacancy, the remaining partner may increase their hours of work to cover.

During long term periods of absence, e.g. long term sickness or maternity leave, a mutually acceptable arrangement shall be made either to:

- extend working of the 'at work' partner to the total hours of the post;

OR

- recruit a temporary employee to cover the hours balance.

#### 6.8 Cover Arrangements - Vacancies

Should one of the job share partners resign, the remaining job sharer will be positively considered for the post prior to the vacant half being advertised. If the existing partner does not wish to work full-time, the vacant half should be advertised by normal recruitment procedures.

### **7. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLR)**

Where two teachers are job-sharing a full-time post to which a TLR payment is attached, it is possible for both to share the responsibility and share the TLR payment in the proportion to which the full time salary is shared.

When considering a request to job share from a current employee in receipt of a TLR payment, the Headteacher should consider whether the responsibility attracting the TLR payment can be undertaken on a job share basis and whether a suitable sharer for the responsibility can be appointed as set out in 4.1 above.

## **8. CO – HEADSHIP**

Job share arrangements can be applied to Headship. The following advice is taken from the National College for Leadership of Schools and Children's Services' Guide entitled "Introduction to Models of Leadership".

"In a single school there are now different leadership models emerging. This could be:

A job share, with an even or uneven split. This is sometimes called 'co-headship', but a more accurate term would be 'job share'; such an arrangement may not in law total more than 1.2 of a full-time equivalent headteacher."

There are also 'Step Up, Step Down' arrangements when an experienced Headteacher may share the Headship with their Deputy Headteacher for example.

When one of the job-share Headteachers decides to leave, then the arrangements for how this situation will be handled, should be made explicit in the contract of employment issued to the job-share partners. It might be that the job-share worker who remains would have the option to become full time, the vacant proportion of the role might be advertised, or the whole headship post may be considered vacant.

## **9. CONDUCT AND PERFORMANCE**

Each job sharer is required to ensure that they meet the standards required of their job and satisfactorily perform their duties. They are not responsible for their job sharing partners conduct and capability. For the purpose of employment policies and procedures in school, all job sharers will be treated individually.

## **10. GRIEVANCE PROCEDURES**

Any grievances relating to the interpretation and application of these arrangements/conditions should be raised through the agreed grievance procedure.

**CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL**

**JOB SHARING - ADDENDUM TO STATEMENT OF PARTICULARS OF EMPLOYMENT**

The following further details relate specifically to the Job Sharing arrangement you are entering into and should be read in conjunction with the National Scheme of Conditions of Service, as amended from time to time by local agreements:

**1. Duties and Responsibilities**

Job sharing is one full-time job and all its attendant responsibilities voluntarily shared between two people with the sharers assuming responsibility for the complete range of duties and receiving the full-time benefits on a pro-rata basis.

You will, therefore, be jointly responsible with your job sharing partner to ensure the range of duties and responsibilities of the full-time post are executed in full.

**2. Working Arrangements**

**2.1 Changeover/Overlap Arrangements**

Where continuity is determined in the job description addendum as an essential requirement on the job share, the changeover/overlap arrangements, should wherever possible, be encompassed within the normal established total hours of the post.

**2.2 Cover Arrangements - Temporary**

During short term periods of absence (i.e. not normally more than four weeks) of one of the job share partners, e.g. sickness, annual leave of vacancy, the remaining partner may, increase their hours of work or undertake additional work.

During long term periods of absence, e.g. long term sickness or maternity leave, a mutually acceptable arrangement shall be made either to:

- extend working of the at work partner to the total hours of the post;

OR

- recruit a temporary employee to cover the hours balance.

**3. Sick Pay**

Job sharers will be entitled to Sickness Pay Scheme in accordance with National Conditions of Service.

**4. Maternity Leave**

Job sharers will be entitled to Maternity Provisions in accordance with National/Local Conditions of Service.

**5. Superannuation**

For superannuation purposes only you are classed as a part-time employee. If you wish to continue contributing to the Teachers' Superannuation Scheme, it is important that you make an election to pay part-time superannuation contributions if you have not already done so.

**6. In-Service Training**

Job sharers shall be able to apply for training opportunities.

**7. Promotion**

Job sharers (together) may apply for promotion on equal terms with full-time employees, but both must demonstrate that capability for promotion.