

All Saints Schools Trust



Job Sharing Policy 2019 - 23

	Date	Signed
Agreed by Trust Board:	April 2019	Chair of Board James Hargrave
Lead:	HR Committee	
Review date:	April 2023	

Job Sharing Policy

Rationale:

The Trust recognises that individuals have responsibilities outside of their employment with the Trust, including family and caring commitments; and that a flexible approach to recruitment and retention can support staff with managing these commitments. The Trust, through this policy, seeks to ensure that it offers all employees full and equal access to employment and that roles are always made available to as wide a field of candidates as possible.

Aims:

This policy, which applies to all employees, aims to:

- set out the roles and responsibilities of the Trust, Head Teacher and the individual;
- set out the definition of job sharing and what is involved;
- set out the procedure for job sharing;
- clarify the factors for consideration for job sharing;
- inform employees of the Terms & Conditions of staff employed on a job share basis;
- ensure that all stakeholders are aware of the policy and the issues in relation to job sharing.

Roles and Responsibilities:

The School (or Trust for anyone employed centrally) has overall responsibility for the implementation of the Job Sharing Policy and approval of any job sharing applications. The Head Teacher's/CEO 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 or impact on the education of the children. There may, therefore, be operational reasons for excluding certain posts from job share.

The Head Teacher, or senior staff, will have the main responsibility for deciding whether or not to propose that a post is suitable for job sharing based on its nature and the requirements of the role. They will also need to consider whether the job share would be in the best interests of the school and children.

Individual employees have a responsibility to abide by the agreed terms of the job share.

Definitions:

For the purposes of this policy, job sharing is defined as the division of the duties of a post between not more than two employees, normally on an equal basis.

Job sharing involves:

- 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 a 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 approving 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).

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

Job sharing will be subject to review and, after consultation, may be revised or withdrawn in the light of operational experience.

Procedure for Job Share:

A request to job share should be made on the appropriate form as provided by the Trust's HR Team/caseworker. The Trust or Head Teacher will give serious consideration to all requests in line with the statutory right to request flexible working.

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.

Job share employees will receive separate letters of appointment and statements of main terms and conditions of employment.

Factors for Consideration:

In deciding whether or not a post may be filled on a job share basis, the Trust or 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 and 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.

Terms and Conditions of Staff employed on a Job Sharing Basis:

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 teaching staff will be calculated in accordance with the national formula in the NJC National Agreement on Pay and Conditions of Service Handbook {the Burgundy Book}).

Rate of Pay

Job sharers will be paid pro rata relative to the full time salary. However, it is possible for job sharers to receive different rates of pay; for example teaching staff may have reached different points on the pay scales.

Work Outside of Normal Hours

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

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 dependent 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 giving at least two week's notice.

Additional Working Arrangements

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. (N.B. Part time teachers should receive, annually, a statement of directed time in accordance with the STP&CD.)

It is anticipated that job share colleagues will attend Parent/Teacher consultation evenings and meetings on their working paid days.

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.

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, with pay.

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 both job share teachers to communicate fully on all aspects of their shared duties. Staff Meetings will be planned taking into account days that job sharers work.

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.

For staff working all year round, the preferred options for ensuring that bank holidays and extra statutory holidays are shared equally is either:

- For the Trust or Head Teacher 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**
- The bank holidays/extra statutory days are divided pro-rata between the employees and added to their annual leave entitlement.

Entitlements for which employees qualify by length of service other than annual leave (maternity leave, etc.) will be calculated individually and on a proportional basis according to the number of hours worked.

Handover Arrangements

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.

Absence

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.

Conditions upon a Vacancy Arising:

In the event of termination of employment by one of the two job sharers employed in the post, then the following procedure will operate:

- the remaining job sharer may be offered the post on a full time basis;
- if any offer is not accepted, then the job share vacancy will be advertised.

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. When a new Job Sharer is appointed, the expectation will be that this employee will fit in with the existing Job Share Holder.

If the Trust is unable to appoint a suitable Job Sharer then consideration will be given to:

- an alternative Job Share arrangement with another employee, or
- creating two part-time posts, or
- changing the existing Job Sharer's post into a part-time post, and making the unfilled Job Sharer post redundant, or
- reorganising the provision of services with appropriate consultation to ensure the needs of the service are met.

At all times appropriate consultation will take place and where necessary, notice will be given to the Job Sharer about any changes being proposed.

Period of Review:

This policy will be reviewed every four years.

Document History

Version	Date	Comments
Issue 1	April 2019	