



Job Share Policy

Our vision is to enable all to flourish.

Status and review cycle: Non-statutory and Bi-annual

Responsible group: CEO

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Contents

1.0 Introduction

2.0 Job sharing arrangements

3.0 Requesting a job share

4.0 Conditions of service under a job share arrangement

5.0 Training and job share

6.0 Job share and working days/pattern

7.0 Resignation of a job share partner

1.0 Introduction

- 1.1 The Trust is committed to a variety of flexible working arrangements, one of which is job sharing.
- 1.2 This policy applies to support staff ('green book'), teachers ('burgundy book') and central team employees.
 - 1.1 The green book terms and conditions provide for 37 hours working week as full-time.
 - 1.2 The School Teachers Pay and Conditions (STPCD) provide for full-time teachers to be available to perform teaching duties for 1265 hours per year
 - 1.3 The full time equivalent for central team employees is 37.5 hours per week.
 - 1.4 This policy does not form part of any employee's contract of employment and is entirely noncontractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust at any time.

2.0 Job sharing arrangements

- 2.1 Job sharing is where two employees voluntarily share the duties and responsibilities of one full-time job. It aims to increase the variety of work available to people seeking part-time employment, without reducing the number of full-time jobs in the workplace. Therefore, jobs are normally shared on a 50:50 basis.
- 2.2 Headteachers or line managers will ensure tasks are divided appropriately between the two job sharers. They will consider whether a desk/computer is shared, if a weekly handover meeting is necessary and how absences are covered (either planned or sickness or both).
- 2.3 For teachers, the headteacher will need to be clear as to the activities and duties which fall outside the timetabled teaching week and the allocation of directed time. If particular arrangements are agreed, these must be stated in the offer of employment letter.

3.0 Requesting a job share

- 3.1 If an employee does not currently job share and they wish to do this, they can request a job share arrangement using the application form in the Right to Request Flexible Working Policy.
- 3.2 If an employee wishes to reduce their number of hours, they can discuss this with their headteacher or line manager and apply using the application form in the Right to Request Flexible Working Policy. They must state whether they are applying to job share or to reduce their hours.

3.3 The headteacher/line manager will decide whether a post is open to job sharing based on the needs of the school.

3.4 A post which provides full-time cover to the school's or central team's service would normally require the post holder to be at work for a minimum of 32 hours per week. It would be expected that the total hours worked will add up to the whole post as identified by the relevant leadership team in the staffing structure (usually a minimum of 32 hours) but specific working arrangements will be decided by the headteacher/line manager, based on service needs.

3.5 Where job sharers do not work on a 50:50 basis, the minimum that one partner would work is usually a minimum of 13 hours per week.

4.0 Conditions of service under a job share arrangement

4.1 All conditions of service will be applied in the same way as for a full-time employee but on a pro rata basis for part-time hours.

5.0 Training and job share

5.1 The headteacher/line manager will, as far as possible, give reasonable advance notice of any training events an employee may be required to attend. Support staff will be expected to attend unless it is agreed there are exceptional circumstances.

5.2 Teachers are not required to work or attend non-pupil days on days they do not normally work. They may, however, agree to attend training events, staff meetings, parents/open evenings and inset days by mutual agreement with the headteacher.

6.0 Job share and working days/pattern

6.1 An employee may be asked to work on a different day to help meet the needs of the workplace and there is an expectation that job sharers will have a flexible approach to this, so far as is reasonably practicable.

7.0 Resignation of a job share partner

7.1 If a job share partner leaves, the headteacher/line manager will review the needs of the post and if the vacancy needs to be filled they will follow the normal recruitment procedure to fill the vacant hours. If an individual wishes to work on a full-time basis, they can apply for the remaining hours of the post with other applicants.

7.2 The headteacher/line manager will start consulting with an individual as soon as they know their job share partner is leaving. The headteacher/line manager will do all that is reasonably practical to explore alternative possibilities.

7.3 If a job share partner is not found within a reasonable period, redeployment opportunities will be explored before the headteacher/manager considers ending the contract. If the contract is ended the individual will be given contractual notice. The 'reasonable period' will vary depending on the circumstances.