

## Job-Sharing Scheme for School Teachers Policy

### 1.0 Introduction

- 1.1 The Consortium Trust has confirmed that its employment policy is one of full and equal opportunity. Its job-sharing scheme should be seen as a step towards achieving this as it seeks to ensure that vacant posts are available to as wide a field of candidates as possible. The Trust's job-sharing scheme for teachers is consistent with that of Local Authorities, and has been the subject of consultation with local professional associations.
- 1.2 It should be understood at the outset that the Trust's priority in the implementation of this scheme would be the provision of an efficient, effective and economical service, having regard at the same time to the benefits of job-sharing for the Trust, the particular school or establishment and the employees involved. It is, however, not a requirement that a school or establishment should implement the scheme in the event of a suitable vacancy arising. In drawing up this scheme, the intention has been to increase the options available to a particular institution when filling a vacant post.
- 1.3 Job-sharing exists when all the duties of a full-time post are divided between two or more employees with the salary and conditions of service being proportionately divided between them. The aim of this scheme is to establish operating principles which, in practice, would enable a school or establishment to make the most effective use of staff appointed to work part-time. This would apply, in particular, where it is recognised that the work of two or more staff should be directly complementary.

### 2.0 General Principles

- 2.1 Normally, job-sharing will involve no more than two employees and both must be appropriately qualified in accordance with the job specification and able to undertake the full duties of the post.
- 2.2 It will be for the Director of Finance and Resources and/or Academy Head with a delegated budget to decide whether or not a post is suitable for job-sharing in terms of the school's or establishment's requirements. The Chief Executive Officer should be consulted in any case of difficulty or doubt. In the case of schools with a non-delegated budget, this decision will be made by mutual agreement between Academy Head, Director of Finance and Resources and the Chief Executive Officer, having regard to the financial and other implications of establishing such an arrangement.
- 2.3 Job-sharing may take the form of either split-day or split-week working. Each employee must work a consistent pattern within these alternatives. Hours of work will be split in accordance with the needs of the school or college and the two employees and need not be restricted to a 50:50 split. In certain circumstances, periods of simultaneous working for part of the time may be the preferred option.

The pattern of work and the total number of hours worked can affect employees' continuity of employment and, therefore, their entitlement to statutory employment rights and other benefits. For example, statutory sick pay can be affected by minimum earning levels and National Insurance contributions. The Head of Service (People) will advise the Academy Head accordingly, and employees will be made aware of the implications of working less than the statutory minimum hours of work per week to gain employment protection rights.

- 2.4 If one employee leaves, the Trust and or Academy Head must review the broader implications of this resignation particularly in so far as it affects the other job-sharer. If it is decided that the job-sharing arrangement should continue, the vacant share of the whole post will be advertised. The Chief Executive Officer may nominate a possible employee to fill the job-share vacancy for consideration by the Trust and or Academy Head, consistent with the Trust's general policy guidelines on redeployment.
  - 2.5 If it is not possible to appoint a satisfactory replacement job-sharer or if it is decided that the arrangement should be discontinued, the remaining employee will normally be appointed to the post on a full-time basis if this is the employee's wish.
  - 2.6 If this is not the employee's wish, the Trust and or Academy Head will make every effort to achieve their redeployment. The Trust will assist in this process in accordance with its general policy guidelines on redeployment. If this proves impossible, the remaining employee may be dismissed for 'Some Other Substantial Reason' in accordance with Section 57 (1) (b) of the Employment Protection (Consolidation) Act 1978. Every step will be taken to avoid termination of the employment.
  - 2.7 Entitlements for which employees qualify by length of service (such as pensions) will be calculated individually and on a proportional basis according to the number of hours worked.
  - 2.8 All job-share posts will require a regular period of 'hand-over' time involving all participants. The school or establishment will need to determine in advance the precise arrangements which will operate and agree them with the employees before their contracts are issued. School teacher job-sharers will be required to agree that a reasonable portion of their non-teaching 'directed' time shall be defined for the purpose of liaison for shared planning and review. It is possible that the job-sharers may also be required to teach simultaneously, within the terms and conditions appropriate to their individual appointments.
  - 2.9 The advertisement and particulars for posts considered suitable for job-sharing will state that fact.
  - 2.10 Job-share employees will receive separate letters of appointment and statements of the main terms and conditions of employment. These will reflect, where appropriate, the particular characteristics of the shared post, including the operating principles needed to ensure effectiveness.
  - 2.11 This scheme will be subject to review and, after consultations, may be revised or withdrawn in the light of operational experience. For monitoring purposes, the Chief Executive Officer should be notified of all job-share appointments/arrangements until further notice.
- 3.0 Particular Conditions of Service Affecting Job-Sharing**
- 3.1 **Interview Expenses**  
Reimbursement of interview expenses in accordance with the full amounts available to teachers and lecturers at the time of the interview will be paid in appropriate cases.
  - 3.2 **Removal Expenses**  
Reimbursement of removal expenses to one or both job-sharers will be allowed within the terms of such re-location assistance to teachers and lecturers as may be currently available. Job-sharers will have access to the full entitlement and will not share the total of assistance that would have been available had a single appointment been made.

**3.3 Pay**

The starting salary of each employee will be in accordance with the usual starting salary formula for school teachers or the established salary policy in the establishment and then calculated as a proportion based on the number of hours worked. It is therefore possible that two employees sharing the same post and working the same number of hours may be appointed at different salary levels.

**3.4 Superannuation**

Enquiries about superannuation arrangements should be directed to the Head of Service - People. Existing employees who are contemplating job-sharing are strongly advised to check their current superannuation position before committing themselves to working less than the normal working week.

**3.5 Public Holidays**

The normal payment arrangements for part-time employees will apply.

**3.6 Car Allowances**

Job-share employees shall be entitled to receive such car allowances as may be available to school or establishment staff in respect of the use of private motor vehicles in the course of their employment. Full payment shall be made to each employee with reimbursement at the appropriate rate for mileage covered.

Subject to the above provisions, job-sharing employees will have the same rights and obligations as full-time employees in all aspects of their employment particulars, and the contents of this scheme will form part of those employment particulars.

**3.7 Enquiries**

Any enquiries regarding this scheme should be referred to the Head of Service (People)

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	07/05/2020	HoS (People)	Routine review – minor tidying of titles
V3	23/04/2024	HoS (People)	Non gender specific references, reference to LC committee responsibilities

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	06/01/2017
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	09/01/2017
Andrew Aalders-Dunthorne	On behalf of the Executive Committee	Electronic signature	03/07/2024

This policy will be reviewed every 4 years by Head of Service People or as required by changes in legislation. At every review, this policy will be approved by the Executive Committee.

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