



## The Queen Katherine School Multi Academy Trust

### JOB SHARE POLICY

*This policy does not form part of any employee's contract of employment and we may amend it from time to time.*

Committee	MAT Board
Date of adoption:	October 2021
Date of next review:	October 2024

## **Document Control Sheet**

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any)

Version	Amended by	Purpose	Approved by Trustees (date)
1	Tracy Houlden	Policy introduced after TU consultation	2 July 2016
2	Tracy Houlden	Reviewed – no amendments	4 July 2018
3	Tracy Houlden		October 2021

# **Job Share Policy**

## **I. DEFINITION**

Job sharing is the voluntary sharing of the responsibilities and duties of one full time post. 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 a post.

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.

Applications will always be assessed in light of the school's primary aim to educate students and applications will be only granted where there is considered to have no detrimental impact on student learning and the quality of education.

Job share may be of particular interest to staff who:

- Have domestic responsibilities
- Are returning to work following long-term sickness, where such a reduction of working hours is consistent with the Trust's Attendance and Wellbeing 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 working with part time education
- Have a disability which prevents them from working full time
- Have a responsibility for a dependent relative
- Wish to work part time
- Are in a full time position and 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.

An employee may wish to consider asking for a job share arrangement as part of a flexible working request. In which case, the procedure set out in the Trust's Flexible Working Policy should be followed.

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

- When a return from maternity leave is involved. In such circumstances, a refusal to allow job sharing may constitute sex discrimination under the Equality Act 2010
- Where the applicant is a disabled person. A refusal to allow job share may be seen as the refusal to make a reasonable adjustment under the Equality Act 2010. However, a job share can only be agreed if there is someone to job share with
- Where the applicant is returning from long-term sickness absence and there is a recommendation from Occupational Health for a reduction in the working week

## **2. APPLICATION OF THE SCHEME**

The scheme could be used to accommodate the following situations:-

- An existing full time member of staff who requests to change to a job sharing arrangement, opening part of the post to a job share
- Two existing full time staff in similar posts who request to share one of the posts leaving one vacant post
- A member of staff moves to another post leaving a full time vacancy or a vacancy for job share
- A new post being created which will be open to either two job sharers or a full time appointee

Decisions on whether a post can be job shared should be determined on clear criteria related to the demands of a particular post and whether it is in the best interests of the school. Where it is determined that a post is not suitable for job sharing, it must be demonstrated objectively that it is not practicable to operate such arrangements.

If an employee is dissatisfied with the decision not to allow them to job share a post or a decision that a particular post is not suitable for job share, the employee is entitled to deal with this matter in accordance with the Trust's Grievance Procedure unless the request has been made as part of a flexible working request in which case the employee's right to challenge the decision will form part of, and will be dealt with as part of, the appeal against the flexible working decision.

## **3. ADVERTISING AND SELECTION PROCEDURES**

Job sharers must have the necessary qualifications and experience to perform the full range of duties of the post.

Following advertisement of the post (either one full time post or one job share post) job sharing applicants should be considered 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.

Once appointed, the job security of each job sharer should not be made conditional on the continuing employment of the other.

## **4. WORKING ARRANGEMENTS**

Individual agreement should take into account the following:-

- Operational requirements and constraints
- The nature of the work involved
- The special skills, knowledge and abilities of the job sharers
- The availability and needs of both job sharers
- Allocation and distribution of work
- Handover or consultation period is within the directed time
- Allocation of duties and distribution of work

## **Teachers only**

Job sharers should be entitled to at least 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 time may be given to facilitate a handover.

The way in which job sharers work together should be by mutual agreement between the two teachers concerned, the Head of Department and the Headteacher and must be documented. Only then should a contract of employment be issued. Working time arrangements should apply to each of the job share partners, including the division of the working week, and cover in broad terms such matters as the 1265 hours directed time and attendance at meetings and other duties.

After consultation with the job sharers and the Head of Department, the Headteacher should determine their participation in staff meetings, curriculum meetings, the five non-teaching days (including INSET), parents meetings and other non-teaching activities. Job sharers should only be expected to participate in non-teaching activities on a pro rata basis. Where job share partners attend INSET meetings and parental consultation evenings on days when they do not normally attend, they will normally receive additional payment and it will be by mutual agreement. Job share partners would not normally be expected to attend staff meetings on days when they would not normally work.

In response to changes within the school the Headteacher may vary the agreement. Job sharers may request variations and the Headteacher shall consider such requests. Variations made must be by mutual agreement with the teachers concerned, the Head of Department and the Headteacher and should be documented and incorporated into the contract of employment as appropriate.

Job sharers are only contracted to work the agreed hours and should not be expected or required to work additional hours. Where a job sharer volunteers to work additional hours, for example to cover for the absence of their job share partner, then they should receive appropriate additional payment for those hours. Job sharers often have caring responsibilities and so may be unable to volunteer to work additional hours and this should be recognised.

Job share does not have to be a 50:50 split.

## **5. WHAT HAPPENS WHEN A JOB SHARER LEAVES**

If one job sharer decides to leave, the Headteacher should consider offering the full post to the remaining job sharer on a full time basis before the post is advertised.

If the remaining job sharer chooses to continue on a job share basis only, the vacant part of the post could then be advertised as a job share appointment. It is important that potential applicants are aware that this is a position that will require considerable liaison and co-operative working patterns with a job-share colleague, rather than a self-contained part time job.

## **6. PROCEDURE TO BE FOLLOWED FOR AN EXISTING FULL TIME EMPLOYEE WHO REQUESTS TO CHANGE TO A JOB SHARING ARRANGEMENT**

The employee should approach the Trust's HR Manager who will discuss the request with the relevant Headteacher and/or Head of Department. Where the request can be approved without further discussion, a meeting will not be necessary and a letter will be sent to the employee confirming that the request has been provisionally approved. The following action should then be taken:-

- In circumstances where a post holder is absent from work (e.g. is on long-term sick leave/maternity leave) and wishes to return on a job share basis, it is recommended where possible, that sufficient notice is given to enable the school to fill the subsequent vacancy.
- The post is advertised, following normal procedures, as a job share appointment.

- Applicants are short-listed, interviewed and appointed following normal procedures.

In circumstances where there are concerns about approving a job share arrangement, the employee will be asked to submit a formal flexible working request and consideration of the request will thereafter be conducted in accordance with the Trust's Flexible Working Procedure.

## **7. PROCEDURE TO BE FOLLOWED WHEN TWO EXISTING FULL TIME EMPLOYEES IN SIMILAR POSTS REQUEST TO SHARE ONE OF THE POSTS**

The two members of staff should approach the Trust's HR Manager. The HR Manager will then discuss the request with the Headteacher and/or Head of Department. Where the request can be approved (because the Trust is satisfied that the two staff have compatible responsibilities and duties and can effectively fulfil the duties of the post), then the Headteacher can approve such a request without advertisement. The post left vacant would then be advertised and recruited for on a permanent basis.

In circumstances where the Trust has reservations about the proposed arrangements, the employees will both be asked to submit formal flexible working requests and consideration of the request will thereafter be conducted in accordance with the Trust's Flexible Working Procedure.

## **8. CONTRACT OF EMPLOYMENT**

All job sharers employed in an established post will receive a contract of employment containing details of the job-share arrangements.

The job description issued will be the same as that for the fulltime post.

## **9. CONDITIONS OF SERVICE RELATING TO JOB SHARE**

National and Local Conditions of Service for teachers and support staff will be applied to job sharers on a pro-rata basis.

Pay – Each job sharer will receive the appropriate proportion of full time pay associated with the established post in accordance with the Teachers' Pay and Conditions Document or Local Government National Agreement on Pay and Conditions of Service. Depending on length of service and performance management outcomes, job sharers may legitimately be on different rates of pay.

Other Pay – Job sharers will have the same entitlement to sick pay, maternity pay, paternity pay, adoption pay and leave as full time staff, payments being pro-rata to the proportion of hours worked.

In-Service Training – Job sharers will be given the same consideration for in-service training as full time staff, and shall be entitled to attend courses for their full duration.

Job sharers should normally attend training days and may agree between themselves and the Head Teacher additional payment or an equitable and convenient division of training days.

Promotion – Job sharers may apply jointly for promotion and will be considered in the same way as full time candidates. Job sharers can apply for any post as an individual also.

Superannuation – The position for teachers in the Superannuation Scheme, working as a job sharer is governed by the Teacher Superannuation Regulations and for support staff by the LGPS Regulations.

Employees should obtain full details of the pension implications of changing to job share from the relevant pension provider.

## **10. OTHER POLICIES TO CONSIDER.**

Flexible Working Policy