



SAINT JOHN'S

Job Sharing Policy

Autumn 2021

Designated Member of Staff	Head Teacher
Committee with responsibility	Curriculum and Standards
Date of Issue	Autumn 2021
Frequency of Review	Annual

Issue Number	Issue Date	Summary of Changes
1	December 2021	Re-formatting of the policy

Introduction

This policy and guidance is part of the schools Employment Handbook and can be found in the '**Family Friendly and Flexible Working**' section on schoolsnet.

The school is committed to a variety of flexible working arrangements, one of which is job sharing.

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 school.

Note: The green book terms and conditions provide for a 37 hours working week as full time and the Schools teachers pay and conditions provide for full time teachers to be available to perform teaching duties for 1265 hours per year.

This Job Sharing Policy and Procedure does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the School at anytime. Everyone should ensure that they take the time to read and understand the content of this policy and procedure and act in accordance with its aims and objectives. If you need support reading and/or understating this policy and procedure, please speak with your line manager. All staff must ensure that they are familiar with, comply with and support the School's policies, procedures and guidance.

This policy will be reviewed periodically, which will be at least every two years. When statutory law changes the policy is held automatically to have been amended by that change and will be updated as soon as practically possible.

Who does this policy apply to?

It applies to the following employees:

- support staff (Green Book)
- teachers (Burgundy Book)
- teachers in residential schools/establishments (Orange Book)

What is job sharing?

Job sharing is where two employees share the duties and responsibilities of one full-time job. Jobs are normally shared on a 50:50 basis.

How does job sharing work?

Head teachers 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).

Head teachers will need to be clear for teachers, 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.

Can I apply for job sharing?

Yes,. you can request a job share arrangement.

Can I apply for job sharing after I have started the job on a full-time basis?

If you wish to reduce your number of hours you can discuss this with your line manager. You can apply using the application form in the '[Right to Request Flexible Working](#) policy'. You would need to say if you are applying to job share or work on a part-time basis.

What posts are eligible for job sharing?

The head teacher will decide whether a post is open to job sharing based on the needs of the school.

Do the total hours worked by job sharers have to add up to 37?

A post which provides full time cover to the schools service would normally require the postholder to be at work for a minimum of 32 hours. It would be expected that the total hours worked will add up to the whole post as identified by the schools management in the staffing structure (usually a minimum of 32 hours) but specific working arrangements will be decided by your manager, based on service needs. Where job sharers do not work on a 50:50 basis the minimum that one partner would work is they will usually each work a minimum of 13 hours.

Will my conditions of service be the same as for a full-time employee?

All conditions of service will be applied to you in the same way as for a full-time employee but pro rata where appropriate. For further details of how conditions apply go to the relevant policy in the [Employment Handbook](#).

What happens if I am asked to work or attend a training course on a day I do not normally work?

The head teacher/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.

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 head teacher.

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

What happens if my job share partner leaves?

If your job share partner leaves your manager will review the needs of the post and if the vacancy needs to be filled will follow the normal recruitment procedure to fill the vacant hours. If you want to work on a full-time basis, you can apply for the remaining hours of the post with other applicants.

Your manager will start consulting with you as soon as they know your job share partner is leaving. Your manager will do all that is reasonably practical to explore alternative possibilities.

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