



**Watergrove
Trust**
Providing more

Job Share Arrangements

GENERAL PRINCIPLES AND DEFINITION OF JOB SHARE

Definition

A job share is a formal arrangement whereby two people voluntarily share the responsibilities of one full-time post.

The salary, benefits and leave entitlement for the post are divided on a pro-rata basis between the job sharers, and the job sharers have the same rights as other School employees employed on a part-time basis (e.g. maternity and pension rights).

Job share requires both sharers to take responsibility for the whole post, not just their individual responsibilities. A job share post remains one full-time post undertaken by two people, which can revert to a full-time post occupied by one person if there are sound operational reasons or if one job sharer leaves.

The job share working pattern may be arranged in various ways, by the partners working alternate weeks; half days each day; or fixed days per week (eg partner 1 works Monday, Wednesday and Friday with partner 2 working Tuesday and Thursday). The working pattern does not necessarily have to be split 50/50 although no more than a 40/60 split will be considered.

If the application to job share is declined then the individual has the right to appeal using the Appeals process. The School reserves the right to reject an application when the desired working pattern cannot be accommodated within the needs of the school. If the job sharing arrangement is not meeting the needs of the school, the Headteacher reserves the right to bring the arrangement to an end.

The Headteacher will discuss with the employees the reasons why the job sharing arrangement might be coming to an end. Both partners will be eligible to apply for the job on a full-time basis.



It is unlikely that any school would be able to agree for all posts on their establishment to be job-shared at the same time. Schools therefore may wish to give consideration to whether they establish a limit on the total number of job share posts that the school will be able to support at any one time. This may need to be reviewed on an annual basis, as the school's circumstances change.

The Trust's Recruitment and Selection Procedures should be employed in relation to any appointments made. The job advert and person specification should state clearly that the post is available for job-share.

Whether potential job-sharers apply individually, or as a partnership, each applicant should be short-listed and interviewed on the basis of his/her own application in relation to the person specification.

In order to allow the option to revert to full-time employment, should one half of the job-share partnership leave, both sharers should fulfil all the essential requirements of the person specification.

Job-sharing is a voluntary option, undertaken by individuals to suit their particular circumstances. Accordingly, their reasons for opting to job-share should not be questioned.

Job Sharing a Vacant Post

When new and replacement posts become available, the expectation is that the post will be open to job share and this will be stated in the recruitment information. This is unless the post has been determined by the relevant committee of Governors to be a post exempt from job share of where a school has determined a limit to the total number of job sharing opportunities available at any one time.

Recruitment and selection procedures will be followed in the normal way i.e. applicants will be judged entirely on merit and suitability for the post. Job share applicants will be assessed and interviewed separately and independently from their potential job share Partners.

Applications may be made by a single potential job sharer or joint/linked applications may be received from two potential job sharers.

Single Applications: Should an application be received from an individual who wants to job share but who does not have a job share partner, the recruiting school will make every effort to match two applicants who have applied individually but who both wish to job share.



If there is no suitable partner available then job share will not be possible. The applicant should be given the option of continuing with the application only if she/he is prepared to work full-time.

Should only one job share application be received for a particular vacancy, then job share is not possible. The applicant should be given the option of continuing with the application only if she/he is prepared to work full-time.

Joint Applications: If, at the shortlisting stage, one half of a joint/linked application is rejected, the successful applicant should be given the option of continuing with the application only if she/he is prepared to work full-time.

Any offer made to job share partners is dependent on both partners accepting the Agreement.

Job Sharing an Existing Post

There may be full-time employees (with at least 26 weeks' service) who wish to job share their existing post in order to reduce their hours of work.

It is considered that most posts may be covered on a job share basis, with appropriate planning and management. Hence applications to job share shall not be unreasonably rejected on the basis of the job share itself. A decision that a job is not suitable for sharing must be based on sound objective reasons, normally related to and justified by operational Needs.

If the application to job share is approved in principle, the process of identifying a suitable job share partner begins. The post will be advertised as a job share and single job share applicants invited to apply for the remaining proportion of the role.

The job sharer will be involved in the recruitment process (eg by meeting potential job sharers but not as part of the selection panel) since a good working relationship between the job share partners is essential to the success of the arrangement.

Only when a suitable partner is appointed will the existing employee be able to commence job sharing.

Other points for consideration

If one job sharer leaves, the remaining hours with appropriate pay will normally be offered to their job share partner in the first instance. The partner may take them on a short-term basis whilst another job sharer is found, but is not compelled to accept the full-time post on a permanent basis.



If the remaining job sharer does not wish to work full-time then the School will undertake to find another job share partner. This will be done by advertising the post in the usual manner as described above.

If a suitable job share partner cannot be found within a reasonable time period, then the school reserves the right to revert the post to one full-time position. In this circumstance, the remaining job share partner will be dealt with under the School's Redeployment and Redundancy Policy and Procedures.

A job sharer can request a return to full-time working if there is a vacancy in their work location in a post which is identical to the one they hold. Where this situation occurs, they should make a formal application for the position.

Job sharers may attend the same training sessions as their partner. Hours and working pattern will be set by management in discussion with post holders. Job sharers' working hours may be planned to overlap to allow time to discuss areas of work and provide an update. This arrangement will reduce the hours covered by the Post.

Each employee will be paid on the salary point within the posts grade appropriate to their individual circumstances which may be different to that of their job share partner.

Annual leave entitlement (where applicable) is pro rata to the number of hours worked. When job sharers work half time, or work a standard weekly/fortnightly pattern, their leave entitlement can be calculated in days. However, where employees work irregular hours and/or shift patterns the leave entitlement must be calculated in hours.

Hours and Duties of the Post

The total number of hours should equate to those of a full time post. Shared-day and shared week are the most common arrangements. The Headteacher should determine the working arrangements and responsibilities for a particular post. The Headteacher should take into consideration any requests of the job sharers, but all decisions must be in line with the needs of the school.

Job sharers should not be required to cover their partner's absences, although they may opt to do so.



Each job sharer is responsible individually for their own work and not that of their job share partner. The division of tasks must be equally balanced in terms of responsibilities, use of initiative, etc and should be agreed between the Headteacher and job share partners.

In relation to more senior posts within the school, it is recognised that job-sharers may have individual responsibility for certain functions within a job but, if this is the case, consideration must be given to providing an equitable distribution of responsibility.

Dependent upon the nature of the post and the working patterns of the job sharers, there may be a necessity for overlap time to discuss areas of work and provide a handover/ update. In these cases overlap periods should be within the normal established total working hours and the impact of this will be a reduction in the working time available. When the division of hours and duties has been determined, decisions should be recorded in writing. Reference should be made that this is subject to change if circumstances vary and school requirements mean the Headteacher needs to make alterations to the job sharers' hours/days of work.

Salary

The commencing salary for each job sharer will be in accordance with either the Teachers Pay & Conditions document or the Trust Associate Staff Pay Policy. It will therefore be possible for employees sharing the same post to be paid at different points on their respective pay scales. Increments will be made on an individual basis and are not dependent upon the full time equivalent service. In instances where extra hours are worked, the remuneration of each job sharer should be at plain time rates up to those of the full time post.

Training

Training should be provided for job sharers in accordance with their needs as individuals. Where training takes place on a day when the sharer would not normally work and they attend work to take part, they should be paid at the standard rate for the extra hours. Job sharers should be able to attend the same training sessions as their partner.

Other Provisions

In cases where special clothing and/or safety equipment are issued to full-time employees the same issue will be made to job sharers. The replacement period will be extended in proportion to the number of hours worked compared to a full-time post.

The provision of maternity leave and pay will be in accordance with National Conditions of Service, as supplemented by local agreements, pro rata to the number of hours worked. Sick pay and sick leave shall be applied to job sharers according to National Conditions of Service, pro rata to the



number of hours worked. Entitlement to sick leave will be based on length of continuous local government service calculated on an individual basis.

A reduction in working hours necessarily has an impact on pension benefits and potential job sharers are strongly advised to discuss their entitlement with the relevant scheme (Teacher Pensions or LGPS) before committing themselves to working less than the normal working week.

The job sharers will share the equipment necessary to perform the duties of the job – i.e. the desk, PC, phone, etc. It is therefore expected that the job sharers will normally be based in the same office, on the same campus.

Good communication between job sharers is essential to ensure continuity of work and efficient work performance, and the job share partners have primary responsibility for ensuring effective communication and continuity. The channels of communication should be discussed and agreed before the job share commences, and regularly reviewed by the job sharers and their line manager.

Whilst not mandatory, it may be accepted for the job sharers to have a short period of 'overlap' on a regular (e.g. weekly) basis. When this is accepted it should be part of the regular pattern of work and contained within the normal working week. There should be no assumption that this is a 'given' in the arrangement and is subject to a number of factors.

The job share partners will have one common job description and each partner must be prepared to undertake the full range of duties. The line manager in consultation with the job share partners will determine the actual distribution of duties, on a basis of tasks, projects, student related activity, client/service base, or other appropriate delineation. However the members of the job share shall be considered as two equal members of a team and work and responsibilities shall be fairly shared on this basis.

Liaison between the job sharers on supervisory aspects of the job is particularly important, but provided there is a consistent approach between the sharers, the job share arrangement should not present a problem. Agreement should be reached on whether each partner manages a certain number of employees or whether employees report to whichever job sharer is on duty at that time. There should be continuity in whoever manages the appraisal and review processes of an employee, and reporting arrangements should be clearly communicated to affected employees.

Formal Procedure for the Ending of Job Shares

When the termination of a job sharing arrangement is being considered the Headteacher will write to the employee to explain why they are contemplating taking this action. In cases where the

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outcome may ultimately result in the termination of employment the letter will warn the employee of this.

The Headteacher will then invite the employee/s to a meeting to discuss the reasons for ending the job share arrangement. Trust HR will be available to provide advice and guidance to Headteachers.

Employees should take all reasonable steps to attend the meeting. The employee has the right to be accompanied at the meeting by a Trade Union Representative/Work Colleague.

Under this procedure, the Headteacher will first consider the redeployment of the employee within the school and the meeting should be used to identify suitable alternative employment within the school and maybe considered within the Watergrove Trust.

Employment will usually only be terminated when suitable alternative employment cannot be found. In these circumstances a termination payment will be made to the employee and will be calculated in accordance with the schools redundancy procedure. The Headteacher will advise the employee of the outcome of the meeting in writing. Depending on the matters discussed at the first meeting, and/or how matters progress, a further formal meeting or meetings may be necessary.

The employee has the right to appeal against the termination. All appeals will be conducted in accordance with the Appeal Procedure.

