



**NORTH FERRIBY C E PRIMARY SCHOOL**

## **JOB SHARE POLICY**

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| <b>Date of New Policy:</b> | <b>Summer 2018</b>        |
| <b>Review Date:</b>        | <b>Summer 2021</b>        |
| <b>Policy Type:</b>        | <b>Corporate (E3a)</b>    |
| <b>Co-ordinator:</b>       | <b>Russ Orr</b>           |
| <b>Link Governor:</b>      | <b>Matthew Brailsford</b> |
| <b>Committee:</b>          | <b>Personnel</b>          |

**North Ferriby CE Primary School Mission Statement:**

**A Christian School with children at its heart.**

**Christian Values Statement:**

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

**Ethos Statement for North Ferriby CE VC Primary:**

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

## **JOB SHARE POLICY & PROCEDURE (Schools)**

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| <b>Lead Directorate and Service:</b> | Corporate Resources / Human Resources   |
| <b>Effective Date:</b>               | January 2015  |
| <b>Contact Officer/Number:</b>       | HR Advice Centre/391221   |
| <b>Approved by:</b>                  | Personnel Sub-Committee -22.3.1996, minute 327, CMT: 13.12.10, Min:12981, Cabinet: 18.1.11, Min:4082, CMT: 19.1.15, Min:16156, DR: 16626, 24.2.15 |

### **JOB SHARE POLICY**

#### **1. Scope**

- 1.1 This policy applies to all school based employees where it has been adopted by the respective school Governing Bodies.

#### **2. Background**

- 2.1 The Council and Governing Body recognises the needs of individual employees to balance their work life and domestic responsibilities by enabling them to have differing work patterns subject to the needs of the school, which should also assist with attracting and retaining employees.

#### **3. Policy Statement & Aim**

- 3.1 The Council and Governing Body are working towards creating and maintaining a culture to achieve high levels of output and attendance whilst recognising the flexibility required for domestic and other out of work responsibilities held by employees taking into account the needs of the school. The aim of this policy is to ensure that Headteachers consider differing working arrangements such as job sharing as a viable means of employing and retaining employees in line with Council and Governing Body requirements.

#### **4. Implementation and Approval**

- 4.1 Governing Bodies through their Headteachers are responsible for implementing this policy and whilst the needs of the school will always remain paramount, requests from employees should be considered in line with service requirements.
- 4.2 Following consultation with Trade Unions and the Director of Corporate Resources under appropriate delegation the Council have approved the policy on 24 February 2015.

#### 4.3 **JOB SHARE PROCEDURE**

##### **1. Introduction**

1.1 Job Sharing is an arrangement whereby two people voluntarily share the duties and responsibilities of a full time post. As pay and other conditions are shared on a pro-rata basis, job sharers are to be distinguished from workers in part time posts.

1.2 No posts or parts of posts will be lost as a result of job sharing.

1.3 No member of staff is under any obligation to enter into a job share arrangement without their agreement. Neither is the Council or Governing Body under any obligation to 'job share' any full time established post.

1.4 Each application for job share will be considered on its merits and given full consideration in line with the needs of the school. However, some jobs may be more difficult to organise on a job share basis, for example, supervisory posts or those requiring a high degree of continuity, but should still be given full consideration.

1.5 A proposal to introduce job sharing into a post can arise in a number of ways, for example:

- (i) When any vacancy arises, full consideration must be given by the Headteacher as to whether the post is suitable for job share. If this is the case the vacancy may be advertised as a job share opportunity, so allowing applications on a full-time or job share basis. Following recruitment to the post, if the most suitable candidate is a job share applicant, they should be appointed subject to the school being able to fill the other part of the post by normal recruitment methods. However if this is unsuccessful, and the School needs a full time post to carry out the duties then the offer will be withdrawn.

Two candidates can apply individually or jointly to a job share post and both may be appointed.

If one half of the post is already filled by a job share employee or has been filled as above, the vacancy can then be advertised specifically as a job share opportunity.

- (ii) An existing employee may formally apply to their Headteacher for a job share arrangement to be considered in respect of their job. Full consideration of the application will be given by the Headteacher in line with School requirements. If the application cannot be accommodated the reasons will be fully explained to the employee. Where the Headteacher agrees to the request this is dependant on the School being able to fill the other part of the post by normal recruitment methods. If recruitment is unsuccessful and a job share partner cannot be found then the existing employee's job share application will not be progressed and they must remain under their existing contractual arrangement.

- (iii) A joint application is made by existing employees to job share one of their posts where their individual jobs and/or mutual skills and experience are suitable for a proposed job share and the post is within the agreed establishment. Full consideration of the application will be given by the Headteacher in line with School requirements. If the application is rejected, the reasons why will be fully explained to the employees. Where the Headteacher agrees but the request involves promotion for one of the employee's, normal internal recruitment procedures must be followed and the employee will need to compete against other applicants.
- 1.6 Employees may also apply to job share under the Right to Request Flexible Working Procedure (E3), if they meet the relevant criteria as detailed in the procedure. Should this be the case they should use this procedure as the route to formally request job share and apply using Form FW1.
- 1.7 Employees are encouraged to discuss any potential applications to change their working arrangements with their Headteacher before a more formal application is made.
- 1.8 Following recruitment of one half of a job share post or following a formal application from an employee for a job share arrangement, the Headteacher may advertise a job share post externally twice in order to attempt to fill it on a job share basis.
- 1.9 The purpose of a job sharing arrangement is to allow both of the two postholders to carry out the full range of duties and responsibilities of that post during their individual working times. The job must not be broken down into separate tasks because a salary grade applies to a whole job and individual parts may be worth more or less than that salary grade.

## **2. Conditions of Service**

- 2.1 All general conditions of service shall be applied as they would to a full time post. Each employee must be sent a separate Statement of Main Terms of Employment. A job share is not a joint appointment, each employee has a separate contract of employment to work at the School. However, the link created by the job share will affect the terms of these contracts. Offer letters must contain the following statement:

“Your post is part of a full time post which has been divided under a job sharing arrangement. Should your job share partner resign from this post you will be offered the remaining portion of the post. If you decline the offer every effort will be made to fill the job share vacancy by normal recruitment procedures. However, if this is unsuccessful, and the School still needs a full time post to carry out the duties after considering alternative arrangements, your employment with the School will be terminated unless suitable alternative employment can be found via the redeployment process.

This offer is conditional upon your job share partner's acceptance of the corresponding offer. If that is not accepted, this offer will be withdrawn”

## **3. Hours**

3.1 Hours may be divided to suit the job share partners. The post can be divided equally or unequally, work regular days of the week or alternate weeks as long as this does not exceed the established hours of the post.

#### **4. Pay**

4.1 The rate of pay will be pro rata to the salary grade for the number of hours worked.

#### **5. Annual Leave (support staff only)**

5.1 Annual leave will be calculated in accordance with the conditions of service appropriate to the post and the individual employee's length of service and applied pro rata to the number of hours worked. Annual leave will be calculated in hours.

5.2 In the case of term time only employees, annual leave entitlement will be incorporated into the term time formula calculation.

#### **6. Public, Extra Statutory and Concessionary Holidays (support staff only)**

6.1 Entitlement to these holidays will be calculated on a pro rata basis of the number of hours worked by each job sharer to those worked by full timers (the standard working week) and the total recorded on the individuals i-Trent record.

6.2 Each calculation may result in a net gain or loss of time by the employee. Where the total calculation does not result in an exact number of hours, the amount of leave which may be taken is rounded up to the nearest hour if there is a net gain of time or rounded down to the nearest hour if there is a net loss of time. Where it can be predicted at the start of the leave year, leave will be calculated for the whole year. Any hours owed to the school may be worked back in agreement with the employee's Headteacher.

6.3 Please refer to the Annual Leave Guidelines (E1) for an example of a part time worker calculation and the manual calculation form (if required).

6.4 In the case of term time only employees, the public, extra statutory and concessionary holiday entitlements will be incorporated into the term time formula calculation.

#### **7. Sick Pay and Maternity Pay**

7.1 Each individual job sharer must qualify in their own right for the benefits under these schemes. Benefits will be applied in accordance with the conditions of service as appropriate to the individual employee.

#### **8. Pension**

8.1 Job sharers are eligible to be members of the appropriate pension scheme.

#### **9. Overtime and Enhanced Payments (support staff)**

9.1 Overtime rates will not be paid to a job sharer who works additional hours. Job sharers who work approved additional hours in the absence of their job share partner will be

paid at plain time rate only until they reach the full time hours of the post (37/39 hours) after which they may be eligible for overtime or time off in lieu as agreed with their Headteacher.

9.2 Should an employee do any work in a post other than the job share post, payment will be in accordance with the terms and conditions of that post.

9.3 Appropriate enhancements (for unsocial hours etc.) will be paid where the hours worked are in a period of time and in conditions which would qualify a full time member of staff for payment.

9.4 For teachers the provisions of the Schoolteachers' Pay and Conditions document will apply.

## **10. Differing Job Share Salary Grades**

### **10.1 Career Graded Posts (support staff only)**

Job sharers occupying a career graded post may be employed at the same or different pay points within the overall range applicable to the post. Where the job sharers are on different pay points within a career graded post, the job share arrangements will require careful management to ensure that each of the postholders work at their appropriate level. Arrangements for assessment of individuals for progression within the career grade should be applied in the normal way via decision record approval.

### **10.2 Teaching Staff – Main Scale and Upper Pay Spine**

Assessment against the threshold standards will be made on an individual basis. Situations may arise where one job sharer is paid on the Main Scale and the other paid on the Upper Pay Spine. Where this situation arises careful consideration must be given to the enhanced role and expectations placed on the post threshold teacher.

## **11. Courses**

11.1 Job sharers who are granted release to attend external training courses will receive payment from within the school's budget only for those hours normally worked as part of their job share.

11.2 Tuition and other fees essential for qualification courses may be re-imbursed from within the school's budget after approval is granted in accordance with the Training Fees and Expenses Policy and Procedure.

11.3 Job sharers should where possible be nominated to attend internal courses on their working days. If this is not possible and the employee agrees to a request to attend training on a day that is not their normal working day then they should receive time off in lieu to compensate or if this is not practical then payment will be made.

## **12. Responsibilities of Job Share Partners**

### **Changeover/Overlap Arrangements**

- 12.1 Where continuity is determined in the job description as an essential requirement of the job share, such arrangements must, wherever possible, be achieved within the normal established total hours of the post, and monitored by the Headteacher.

**Cover Arrangements -Temporary**

- 12.2 During short periods of absence (i.e. not normally more than 4 weeks) of one of the job share partners e.g. sickness, annual leave or vacancy, the remaining partner may, at the request of the Headteacher, be expected to temporarily increase their hours of work to provide cover.
- 12.3 During long term periods of absence e.g. long term sickness or maternity leave, the School may enter into an arrangement to extend working hours of the job share partner to the total hours of the post or recruit a temporary employee to cover the balance of hours.