

Christ the King Catholic Primary School



Making a difference by
Inspiring a love of life and learning
We build strong foundations within
God's loving hands

Job Share Policy

Author		South Gloucestershire Council	
Date ratified by Full Governing Body	24 th November 2016	Chair of Governors	Mary Baskerville
Start Date	Nov 16	Headteacher	Mary Mainwaring
Review Date	Nov 19		

RATIONALE

We aim for all staff to feel that their work at Christ the King contributes positively to their lives and wellbeing. Therefore the Governors are committed to employee job satisfaction. Christ the King School recognises that our staff are our most important and valuable resource, we seek to value all members of staff through personal and professional support, involvement in school decision making and access to quality professional development.

INTRODUCTION

In view of this commitment to our school workforce we have put in place a policy for the effective implementation of job sharing - where the Governing Body have decided that it will not lead to any loss of efficiency or decrease in the level of service provided in educating the children at Christ the King.

Please note, this policy should be read in conjunction with guidance on the statutory right to request 'Flexible Working' for parents and adults who have caring responsibilities (this guidance can be found on the Schools' HR Intranet Site under Policies and Procedures). The procedure for Job Share requests operates in accordance with the statutory procedure for flexible working policy (Appendix 1) which explains how an employee should make his/her application, the responses that are required from the Head Teacher and School Governors, the time limits that apply and the right of appeal.

As a Voluntary Aided School the Governors of Christ the King are the employers of all school staff.

1. What does Job-Sharing involve?

- the division of the duties of the post between two employees normally on an equal basis;
- the post being covered by two employees for the whole of the normal working week;
- the continuity between two post holders and in some cases, a degree of overlap to ensure that sharers can exchange information or carry out some work together;
- each job share employee having equal rights and obligations as full-time employees with certain benefits shared pro-rata to contractual hours;
- entitlements for which employees qualify by length of service will be calculated individually and received on a pro rata basis;
- appointment to the post being made on condition that both halves of the post are suitably filled and that in the event of any difficulty in filling one part of the post the Governing Body may need to consider changing the post back to a full time post. (This safeguard is essential particularly where the post requires specialist experience or qualifications and may be difficult to fill; please refer to 3.10 for consideration of the option when one job sharer leaves).

1.2 However, the Governing Body's support for job sharing is on the basis that it will not lead to any loss of efficiency or decrease in the level of service provided. There may, therefore, be operational reasons for excluding certain posts from job share.

1.3 The decision on whether or not a particular post can be shared is the responsibility of the Governing Body in consultation with the Head Teacher.

1.4 The option of job sharing will be considered in the following circumstances.

- Vacancy or restructuring
- Request by an existing employee to job share his/her post
- Request by an employee who is on maternity leave to return to her post on a job sharing arrangement

2. Procedure for Job Share

2.1 A request to job share should be made on the Right to Request Flexible Working Application Form. The Governors and Head Teacher will give serious consideration to all requests in line with the statutory right to request flexible working.

2.2 Where it is not possible to grant a request the reasons for the refusal will be in line with the statutory reasons for refusing a request for flexible working and will be notified in writing. Where a vacant post is advertised as open to job sharing applicants, selection will continue to be on merit and suitability for the post. It will therefore require two applicants to be selected as the two most suitable persons for the post before a job share arrangement can be agreed.

2.3 Factors for Consideration

In deciding whether or not a post may be filled on a job share basis, the Governing Body and Head Teacher will have regard to:

- the complexity of the job;
- the level of responsibility, including supervisory and co-ordinating duties;
- the degree of involvement with pupils, parents or other staff;
- any particular requirement for continuity in terms of knowledge, availability of support for individual pupils;
- the ability to overcome any requirements for an overlap or handover period between job-sharers;and
- whether or not having a higher proportion of job-share or part time staff within the school will adversely affect the provision of services. This could cause problems of continuity or communication difficulties or reduce the promotional opportunities for full-time employees.

3 Terms and Conditions of Staff employed on a Job Sharing Basis

3.1 Hours/Days of Work

The normal arrangements will be that the full time hours will be split about 50/50, but slight adaptation may be made to this as long as the agreed split meets the needs of the school. A minimum of 40% of the full time hours will normally apply to a job share position. (N.B. the contractual hours and FTE of part time teachers will be calculated in accordance with the national formula in the STP&CD.)

3.2 Rate of Pay

Job sharers will be paid pro rata to the full time salary. (However, it is possible for job sharers to receive different rates of pay; for example teachers/support staff may have reached different points on the pay scales.)

3.3 Work Outside of Normal Hours

As far as possible, arrangements for any work outside of normal hours will be shared.

3.4 Ad Hoc Changes to Regular Working Hours

Occasions may arise when employees would like to be absent from work for personal reasons on days when they would normally work. This may be possible but in exceptional circumstances only and then at the Head Teacher's discretion. The decision would be dependent on the job share colleague being willing to alter their normal working days. Any request for an ad hoc change from regular working hours should be made in writing with at least two week's notice.

3.5 Additional Working Arrangement Considerations – Teaching Staff

3.6.1 Job sharers will be subject to the directed time provisions within the School Teachers' Pay and Conditions Document on a pro rata basis. Job sharers are entitled to 10% of their timetabled teaching time as PPA time. (N.B. Part time teachers should receive, annually, a statement of directed time in accordance with the STP&CD.

3.6.2 It is anticipated that both job share colleagues will attend Parent/Teacher consultation evenings as part of their directed time or by mutual agreement on days when they do not regularly work.

3.6.3 Job sharers should have access to training opportunities on the same basis as full time employees. Job sharers may be required to attend training courses or other school meetings at times outside of their normal attendance arrangements on days that they are normally required to be available for work, but within their directed time allowance. Where the job sharer agrees to attend training on days when they are not normally required to be available for

work and/or in addition to their directed time payment will be made on an additional hours basis.

3.6.4 Job sharers are required to attend INSET days on days when they are normally required to be available for work. Some INSET days may occur on days other than those regularly worked and it is open to a teacher to attend these by mutual agreement with the Head Teacher.

3.6.5 Staff meetings are an important means of communication. It is therefore expected that all staff will want to attend on a regular basis. In the circumstances where the meeting takes place on a day when the job sharer does not work, he/she may attend meetings by mutual agreement with the Head Teacher. It is the responsibility of both job share teachers to communicate fully on all aspects of their shared duties.

3.6 Additional Working Arrangements – Support Staff

3.7.1 Job Sharers may be paid for hours over and above their contracted hours, or take time off in lieu, as agreed by the Head Teacher. Such additional hours are voluntary unless specified as a contractual requirement. The normal conditions for part-time support staff will apply i.e. any additional hours worked will be paid at plain time except on a non-rostered day when hours in excess of 37 per week (the full time equivalent) will be paid at time and a half. Additional hours worked on a Saturday or Sunday will be paid at time & half, and on Bank Holidays at double time.

3.7.2 For staff working all year round the annual leave entitlement will be calculated on a pro-rata basis. For term time only staff the annual leave entitlement, including bank holidays and statutory holidays, is reflected in the factor calculation for salary purposes.

3.7.3 For staff working all year round the preferred options for ensuring that bank holidays and extra statutory holidays are shared equally is either:

- i. For management to agree with job sharers an arrangement where in each week that public or extra-statutory holidays occur, both sharers work an equal number of hours and have equal holidays (e.g. if one bank holiday they each work two days, if bank holiday plus extra statutory day they each work one and half days that week); or
- ii. The bank holidays/extra statutory days are divided pro-rata between the employees and added to their annual leave entitlement.

3.7.4 Each job sharer should have access to training opportunities on the same basis as full-time employees. Job sharers may be asked to attend training courses at times when they would not otherwise be working for which management could agree either to additional payment at plain time or time off in lieu.

3.8 Handover Arrangements

3.8.1 Both job share partners must determine, in agreement with the Head Teacher, arrangements for an effective handover of work to their partner and on-going communications, in order to ensure the effective functioning of the job share.

3.9 Absence

3.9.1 Where one job sharer is absent, or one half of a job-shared post is vacant for a significant period of time, the remaining partner may be requested to work additional hours where their domestic or other commitments allow.

3.10 Conditions upon a Vacancy arising

In the event of termination of employment by one of the two job sharers employed in the post, then the following procedure will operate:

3.10.1 The remaining job sharer may be offered the post on a full time basis;

3.10.2 If any offer is not accepted, then the job share vacancy will be advertised;

3.10.3 A post that is subject to a job share will require from the Job Sharers a degree of flexibility, particularly when meeting the needs of the service.

3.10.4 When a new Job sharer is appointed, the expectation will be that this employee will fit in with the existing Job Share Holder.

3.10.5 If the school is unable to appoint a suitable Job Sharer then consideration will be given to:

(i) Considering an alternative Job Share arrangement with another employee; or

(ii) Creating two part-time posts: or

(iii) Changing the existing Job Sharer's post into a part-time post; and

(iv) Making the unfilled Job Sharer post redundant; or

(v) Reorganizing the provision of services with appropriate consultation to ensure the needs of the service are met.

(vi) At all times appropriate consultation will take place and where necessary notice will be given to the Job Sharer should any changes be proposed.

POLICY REVIEW PROCEDURE

The Staff Leave of Absence Policy will be reviewed bi-annually.

Agreed at the Governors Resources committee meeting on 15th November 2016,

Signed: Chair of Resources Committee

Agreed at the Full Governing Body meeting on 24th November 2016

Signed: Chair of Governors

Appendix 1:

The Right to Request Flexible Working - Application Form

Note to the employee

You can use this form (that has been tailored for South Gloucestershire using the standard DTI template) to make an application to work flexibly under the right provided in law to help eligible employees care for their children or for an adult. Before completing this form, you should first read the guidance provided to check that you are eligible to make a flexible working request.

You should note that under the right it may take up to 14 weeks to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore ensure that you submit your application well in advance of the date you wish the request to take effect.

It will help your school to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions as otherwise your application may not be valid. When completing sections 3 & 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues. Once you have completed the form, you should immediately forward it to your headteacher (you might want to keep a copy for your own records). Your school will then have 28 days after the day your application is received in which to arrange a meeting with you to discuss your request. If the request is granted, this will normally be a permanent change to your terms and conditions unless otherwise agreed.

Note to the school

This is a formal application made under the legal right to apply for flexible working and the duty on employers to consider applications seriously. You have 28 days after the day you received this application in which to either agree to the request or arrange a meeting with your employee to discuss their request.

You should confirm receipt of this application using the attached confirmation slip.

1. Personal Details

Name:

Pay Reference Number:

School:

National Insurance No:

To the school

I would like to apply to work a flexible working pattern that is different to my current

working pattern under my right provided under section 80F of the Employment Rights Act 1996. I confirm I meet each of the eligibility criteria as follows:

Either

- I have responsibility for the upbringing of:
 - [] a child aged under 17
 - [] a disabled child aged under 18
- I am:
 - The mother, father, adopter, guardian, special guardian or foster parent of the child; or
 - Married to, or the partner or civil partner of, the child's mother, father, adopter, guardian, special guardian or foster parent.
- I am making this request to help me care for the child.

Or

- I am, or expect to be, caring for an adult.
- I am:
 - The spouse, partner, civil partner or relative of the adult in need of care; or
 - Not the spouse, partner, civil partner or relative of that adult, but live at the same address.
- I am making this request to help me care for the adult in need of care.

- I have at least 26 weeks' continuous service.
- I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly under this right:

If you are not sure whether you meet any of the criteria, information can be found in the **Eligibility** section of the 'Flexible Working' Guidance on the Schools' Personnel Intranet Site, including the definition of 'relative'

If you do not meet the relevant criteria then you do not qualify to make a request to work flexibly under the statutory procedure. This does not mean that your request may not be considered, but you will have to explore this separately with your Headteacher.

2a. Describe your current working pattern (days/hours/times worked):

2b. Describe the working pattern you would like to work in future (days/hours/times worked):

2c. I would like this working pattern to commence from:

Date:

3. Impact of the new working pattern

I think this change in my working pattern will affect my school and colleagues as follows:

4. Accommodating the new working pattern

I think the effect on my school and colleagues can be dealt with as follows:

Signed:

Date:

NOW PASS THIS APPLICATION TO YOUR HEADTEACHER

Please return this slip to your employee in order to confirm your receipt of their application.

School's Confirmation of Receipt (to be completed and returned to employee)

Dear:

I confirm that I received your request to change your work pattern on:

Date:

I shall be arranging a meeting to discuss your application within 28 days following this date. In the meantime, you might want to consider whether you would like a colleague to accompany you to the meeting.

From:

Appendix 2:

Flexible Working - Summary for Headteachers

This summary is provided to give you a brief overview of the statutory provisions for flexible working.

1. Reasons for Non-approval

If you look at the statutory guidance, it would seem that there is almost a checklist of reasons (i.e. the reasons for non-approval) as to why you could refuse a job share request, for example. However, it cannot be stressed enough that sex discrimination is likely to apply as well as the flexible working legislation. You must ensure, therefore, that any requests from your employees are taken seriously and are given due consideration. For example, it would be inappropriate to refuse a job share request, on the grounds of 'the burden of additional costs', because an advert for a job share partner had to be placed.

It is important to consider requests on the expectation that in most cases the answer will be 'YES', unless you really can prove that you have a very strong and demonstrable reason for saying 'no'.

2. The statutory procedure - for all requests

The legislation specifically covers employees with children aged under 17 (or under 18 where the child is disabled) and adults with caring responsibilities (adults caring for a spouse, partner, civil partner or relative* of that adult or is not the spouse, partner,

civil partner or a relative but lives at the same address as that adult). It is, however, recommended that you adopt the attached statutory procedure for all flexible working requests (e.g. a School Secretary asking for a job share because of ill health problems) in order to avoid any potential discrimination claims, for which there could be an unlimited award if your employee won his/her case at an Employment Tribunal.

If you and your Governors do not adopt the statutory framework for all flexible working requests then:

- For employees eligible for the Default Statutory Scheme you have to adopt the statutory procedures;
- For employees who are not eligible, you will need to use the procedure for job share requests in the current job share policy and apply this to all flexible working requests.

*A Relative is classed as a mother, father, adopter, guardian, parent-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, uncle, aunt, grandparents. Adoptive relationships, step relationships and relationships of half-blood (eg. Step-brother, step-sister) are also included.

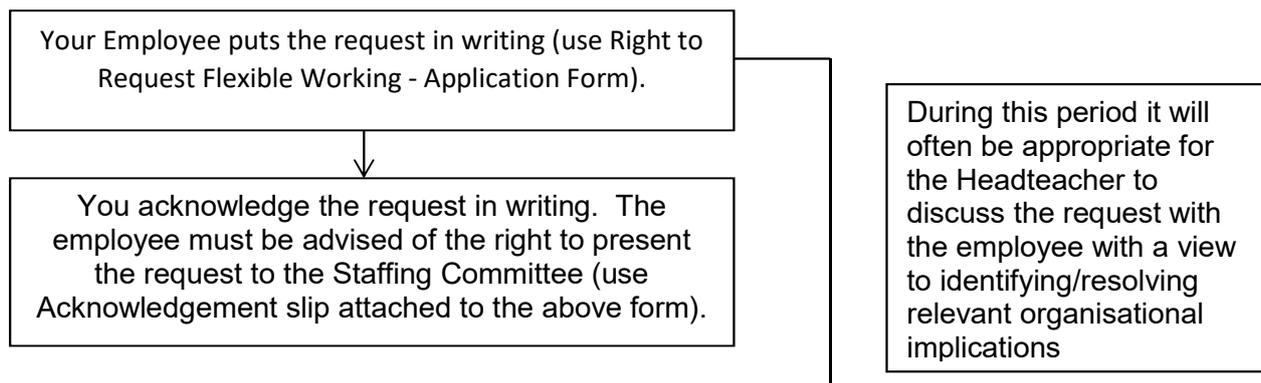
The Overview

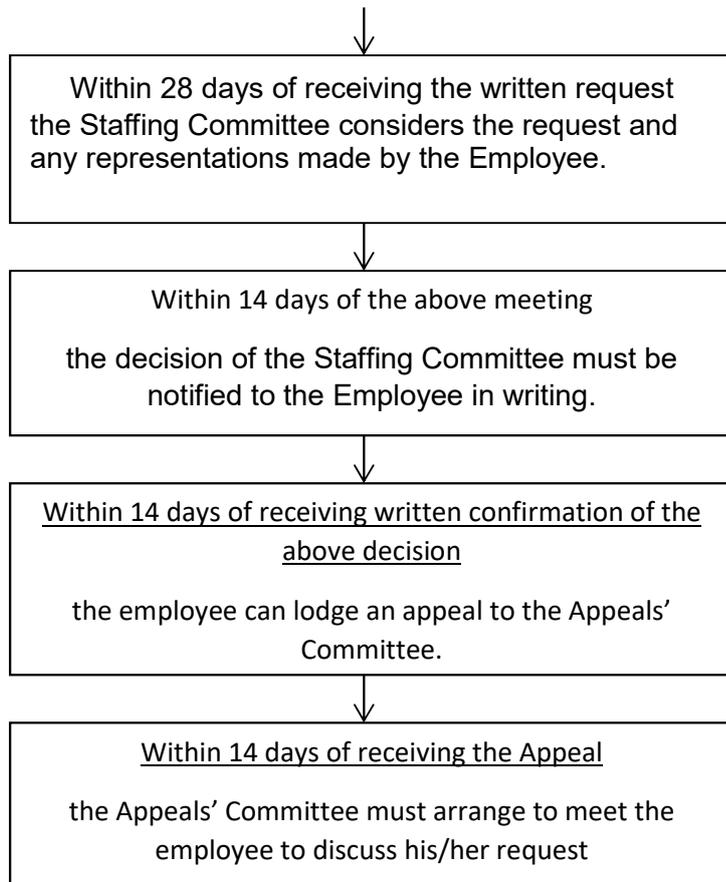
3. Eligibility - the Main Points of the Statutory Provision

- **In order to make a request your employee must have a child aged under 17 (or under 18 where the child is disabled) or have caring responsibilities for an adult (under the terms of the legislation) and have 26 weeks' continuous service on the date the application is made.**
- Your employee must have or expect to have responsibility for the child's upbringing and the application will be to enable him/her to care for his/her child.
- Your employee must make the application before the child reaches the age of 17 (or 18 where the child is disabled);
- Only one application per employee to work flexibly under this right can be made in a 12-month period.

N.B. Civil Partners should be treated in the same or similar way to spouses/partners.

4. The Procedure





5. The Companion

Your employee has the right to be accompanied at a meeting to consider his/her request, which could be a Trade Union Representative or a work colleague.

6. Job Share Policy