



TRUST IN LEARNING (ACADEMIES)

JOB SHARE POLICY AND PROCEDURES



Date Created: January 2015
 Effective From: January 2015
 Dated Adopted by the Board: January 2015
 Review Date: December 2020

Date	Page	Change	Purpose of Change
October 2016			New Policy
December 2017		No change	

General Principal

The Academy supports the concept of job sharing as part of its Equal Opportunities Policy which allows it to recruit and retain suitably experienced and qualified staff from a widest possible source of recruitment.

Job sharing is the division of a job by two people on an equal basis although it need not necessarily be a full-time job and each person receives a proportion of the salary on a pro-rata basis.

How will it work?

There are no minimum hours that need to be worked in a week although the split should normally be 50:50 and some examples are as follows:-

1. (i) Monday/Tuesday and Wednesday morning
 (ii) Wednesday afternoon, Thursday and Friday, (or by alternating weekly)
2. Alternate Weeks
3. Three days one week, two days the next and so on.
4. Annual hours split equally 50:50 (e.g. 400 hours each)

Any pattern needs to take into account the needs of the service provided and a high level of co-operation is required between Job Sharers and the Line Manager.

Job sharing is designed for prospective employees or existing employees who have caring responsibilities which make it difficult for them to work longer hours. An existing employee is able to apply to job share his/her existing job subject for approval by the Academy and a suitable partner being found.

Approval by the Academy

Any job share proposal must not lead to any loss of efficiency or decrease the quality of service provided by the whole job and therefore a number of factors are considered before approval is given.

1. Type of duties and responsibilities of the job
2. Nature and extent of supervisory responsibilities
3. Can two suitable people be found
4. How will a new job share affect the service or staff mix as a whole

The final decision is a management decision.

Suitable Partner

Where a job share is approved either for an existing job or vacancy, selection and short-listing will take place as normal and a partner chosen on merit and suitability using objective criteria.

Where a job share vacancy occurs and it is not possible to recruit a suitable person after two external adverts, the post on substantive hours will be advertised and the remaining job share may be redeployed or dismissed. Sometimes recruiting a job share partner can be difficult and therefore the remaining job sharer is expected to be flexible with regard to changing weekly hours on an indefinite basis.

Conditions of Service

1. Each job sharing partner will receive an individual contract of employment based on conditions determined by the Academy
2. All hours are expected to be shared including normal overtime, attending meetings and marketing events
3. Incremental progress will be in accordance with Academy policy and it is possible the two partners could be paid on different incremental points
4. Overtime enhancements will start when both partners have worked 37 hours in a given week (overtime payments do not apply to management spine posts)
5. All statutory, extra-statutory and Academy closure days are to be shared equally
6. Each partner is expected if necessary to cover if in the event of sickness or other absences with regard to the other job sharer

Finally

For further information on job sharing contact your Headteacher or Human Resources.

Impact assessment completed.