



West Lothian
Council

**JOB SHARING SCHEME FOR TEACHERS
GUIDANCE NOTES**



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HR Shared Services – Revised March '09
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JOB SHARING SCHEME FOR TEACHERS

GUIDANCE NOTES

1. INTRODUCTION

These notes are provided to assist Head Teachers to interpret the provisions of the Job Sharing Scheme in order to promote consistency in application.

2. GENERAL

- 2.1 The Job Sharing Scheme provides employment opportunities for those who would not normally be able to take up work on a full-time basis and for those who choose to work shorter hours.
- 2.2 The Job Sharing Scheme is not intended to allow an individual to share more than one post. In consultation with the Head Teacher, the Head of Service will determine which posts are suitable to job share.

3. JOB SHARE REQUESTS

Requests to job share, including those from teachers on maternity leave, should be submitted not later than eight weeks before the proposed job sharing date (exclusive of school vacation periods).

4. JOB DESCRIPTION

Job sharers must undertake the full range of duties and responsibilities set out in the job description for the full time post.

5. HOURS OF WORK

- 5.1 Job sharers will normally work approximately 50% of the working week of 35 hours and salary will be pro rated accordingly.
- 5.2 The needs of the school are paramount and the Head Teacher is required to discuss with the job sharers how the hours are to be worked. In most circumstances this will mean a 50% share, but it is possible to achieve this in a number of ways.

Examples:

- 2 full days and alternate Fridays
- mornings and afternoons
- alternating 3 days and 2 days per week

- It should be noted that it is not possible to introduce a job share pattern that involves not working every school week, as this would break the teacher's service.

5.3 The hours worked by job sharers will not exceed 35 hours in total.

6. CLASS CONTACT

6.1 Posts may be shared by two teachers on a split day/split week basis. Teachers employed on a 50% job share basis have class contact not exceeding 11.25 hours per week.

6.2 Where Job share arrangements do not involve a 50% split, the job sharers must undertake class contact on a pro rata basis.

7. COLLEGIATE ACTIVITY TIME

Job sharers are required to undertake collegiate activity time, as agreed in individual school plans, on a pro rata basis.

8. PARENT EVENINGS

Both job sharers are required to attend parent evenings as necessary to facilitate parental consultation.

9. IN-SERVICE DAYS

Teachers are contracted to work 195 days in the working year. This consists of 190 pupil days and 5 in-service days. Job share teachers should work the appropriate pro rata number of days.

10. PUBLIC HOLIDAYS

At the start of each new session the working year for each job share teacher is calculated by the Business Support Manager/Head Teacher using the prepared calculator. This will work out the entitlement to public holidays and the number of in-service days job share teachers require to work. Depending on the individual timetables, the result can be that the teacher is due the school some payback time in the session or the teacher has to be given the appropriate amount of time off.

The requirement to alternate working arrangements is an express condition of service and is set out in the letter of appointment.

11. LIAISON ARRANGEMENTS

Head Teachers are required to ensure that the liaison arrangements agreed by the job sharers are appropriate and adequate. Head Teachers should monitor and review liaison arrangements to ensure that they are functioning effectively.

12. ABSENCE COVER

If one job sharer is absent for any reason, the Head Teacher may ask the remaining job sharer to work additional hours up to a total of 35 hours to cover the period of absence. If this is not possible, normal absence cover arrangements will apply.

13. COMPULSORY TRANSFER ARRANGEMENTS

When a school declares a surplus post, and the job sharers are identified as the compulsory transferees, they will be transferred in accordance with the agreed procedures for staff transfers. In calculating service, the previous service of both job sharers will be aggregated and averaged. Prior to accepting a job-share contract, teachers must be made aware that the post is transferred as a whole and not in part.

14. SALARY AND CONDITIONS OF SERVICE FOR JOB SHARERS

14.1 Salary is paid on the basis of an individual teacher's salary assessment, adjusted to take account of the pro-rata commitment of the job sharing arrangements. Incremental progression is in accordance with the conditions laid down by the Scottish Negotiating Committee for Teachers.

14.2 Conditions of service for job sharers are the same as those for full time staff except in respect of the hours, annual leave and class contact time as previously outlined.

15. PENSION

Teachers seeking information on the effect of job sharing arrangements on their personal pension and pension rights must contact the Scottish Public Pensions Agency direct.

16. LOSS OF A JOB SHARE PARTNER

16.1 When one job sharer terminates their contract, the Head Teacher has the opportunity to review the job share arrangements.

16.2 If the Head Teacher decides to replace the job share partner, the remaining partner may be given the opportunity to take up the full-time post. If this is not possible, the vacant part of the post will be filled in accordance with the normal recruitment and selection procedures.

16.3 Where a suitable job share partner cannot be found, consideration will be given to transferring the remaining job sharer to another job share post or a permanent part-time post.

17. FULL-TIME POSTS

A Job sharer wishing to be considered for a full-time post is required to make application in accordance with the normal arrangements which are advertised annually or should apply for specific posts.