



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Job sharing scheme for teachers and others on teachers' conditions of service

Job sharing is defined as the voluntary sharing of all the duties and responsibilities of an established full-time permanent post by two persons. Each sharer is subject to the appropriate conditions of service and both salary and contractual obligations, such as planned activity time, are divided pro rata in accordance with the hours worked by each sharer.

The benefits of the job sharing scheme for the authority include the recruitment and retention of staff, thus contributing to the delivery of a high quality educational experience for all learners. For staff, it provides the opportunity to be in employment in a way perhaps more appropriate to changing individual circumstances.

The job sharing scheme applies to permanent posts only and is open to application from all existing and prospective employees in both promoted and unpromoted posts in the pre-five, primary, secondary and special education sectors, and from educational psychologists, and members of the educational development service. Applicants will require to satisfy the authority of their ability, individually and/or jointly, to undertake the full range of duties of a post without detriment to the quality of the service or increase in cost. In relation to promoted posts, they must be able to demonstrate that consistency of management will be maintained.

The authority will welcome applications to job share and will endeavour to respond to all such applications positively within the exigencies of the service. However, in circumstances where an appropriate job sharing partner cannot be found despite the authority's best endeavours, it will not be possible to conclude a job sharing arrangement.

1 Job sharing patterns

- (a) A post may be shared by two members of staff on a split day or split week basis, normally giving each member of staff a commitment of 50% of the hours and duties of the post. Sharing arrangements outwith the normal 50% of the working week commitment may be permitted but they will continue to be subject to approval by the Executive Director of Community Services.
- (b) It will be the responsibility of the education office to ensure that agreement has been reached with the shares on the hours/cycle to be worked and the division of tasks to be undertaken to meet the full-time requirements of the post before approving the filling of a post by two job sharers. Arrangements will normally be made at establishment level.
- (c) Overlap periods between sharers are seen as being highly desirable. After consultation, any overlap periods between sharers should be arranged within the sharers' contractual time. Such arrangements will be confirmed by the education office having regard to cost, the needs of the job and sharing arrangement.
- (d) The agreed percentage division of hours and duties will be stated in each sharer's contract of employment.
- (e) When one partner terminates the contract, the remaining job sharer may be offered the opportunity of full-time employment.
- (f) A vacant job sharing teaching post will be filled in accordance with the normal procedures for the filling of vacant teaching posts.
- (g) On the appointment of a new partner during the session, previous sharing arrangements will normally be retained, and will be subject to annual review.
- (h) In the event that a suitable replacement for the job share vacancy cannot be found, consideration will be given to the redeployment of the remaining sharer to a post mutually agreed between the remaining job sharer and the authority.
- (i) The agreed pattern of working days in each job shared post will normally be retained from year to year. However, these will be reviewed not later than 31 May each year through consultation between the head of establishment and the job sharers, taking into account the curricular demands on the shared post for the forthcoming session. Job sharers shall be given one month's notice of any prospective changes.

2 Applying to job share

- (a) New job sharing appointments will be taken up normally at the beginning of each term.
- (b) Staff holding full-time permanent posts, including those on maternity leave, who wish to share their substantive post, should submit their request in writing on the

appropriate pro forma (JS1) to their head teacher/campus principal, allowing at least twelve weeks before the starting date of the proposed job sharing arrangements.

- (c) To enable job share vacancies to be advertised, head teachers/campus principals should forward requests to the education office in Dunoon.
- (d) Lists of job sharing vacancies will be advertised on a regular basis in all educational establishments, and in the press as appropriate.
- (e) Where an advertisement does not identify a suitable partner, the applicant will be so advised and shall have the option of withdrawing the application or having it retained.
- (f) Applicants must normally continue to fulfil all of the contractual obligations of their substantive post until their job sharing partner has taken up appointment.
- (g) Promoted post holders who wish to job share may apply in the normal manner and the vacancy will be advertised in the press. Promoted posts may be shared only if an appropriately qualified, experienced partner can be found and if the authority can be satisfied that consistency of management can be maintained.
- (h) Applications for other job sharing vacancies will not normally be accepted from staff who have applied to share their substantive post after that post has been advertised.
- (i) Where there is more than one application for the same job sharing vacancy, the post will normally be filled by interview at establishment level.
- (j) No member of staff may hold two job sharing posts simultaneously.
- (k) An unpromoted member of staff may not share a promoted post while retaining a share of an unpromoted post.
- (l) Where it has not been possible to fill a part-time or other temporary post through normal appointment procedures, a job sharing member of staff may be offered such a post during the non working part of the week. Any such post will be offered on a fixed-term basis with payment as a temporary member of staff.

3 Salary and conditions of service for job sharers

- (a) Salary will be paid on the basis of an individual member of staff's salary entitlement, adjusted to take account of the pro rata commitment of the member of staff. Incremental progression will be in accordance with the conditions laid down in the Scottish Teachers' Salaries Memorandum as amended.
- (b) Individuals seeking information on the effect of job sharing arrangements on their personal superannuation and pension rights will require to contact the Scottish Public Pensions Agency directly.

(c) The conditions of service for job sharers will be the same as the conditions of service for full-time staff, temporary or permanent as appropriate, except in respect of hours and leave and class contact where the undernoted conditions will apply.

- i Normally each member of staff should work 50% of the working week.
- ii The working year for job sharers will be a pro rata proportion of that for full-time members of staff. Arrangements should be made to ensure that public holidays are split between the job sharers and that shorter working weeks are shared equitably.

iii Class contact

Pro rata arrangements for class contact in primary schools and non-class contact time in secondary schools will apply to teachers. Teachers employed in normal (ie 50% of the working week) job sharing arrangements in primary schools shall not exceed a maximum of 11.75 hours of class contact each week.

Teachers employed in normal (ie 50% of the working week) job sharing arrangements in secondary schools shall have a minimum of 120 minutes of non-class contact each week during normal school hours.

Class contact and non-class contact time in relation to job sharing arrangements outwith the normal arrangements of 50% of the working week will be calculated in accordance with contractual agreements on class contact.

(d) Job sharing teachers are committed to fulfilling all of the contractual obligations associated with the post. They must therefore arrange, in consultation with their head teacher/campus principal, to attend for consultation with parents, planned activities (PAT) and in-service days, their time commitment in respect of these activities being pro rata to their working week. It should be noted that the authority considers it to be advantageous to approach these commitments with a degree of flexibility. It may, for example, be considered more appropriate to aggregate planned activity time in order to attend on an in-service day than to work the same hours over a longer period. Such arrangements might also have the advantage of enabling both partners to attend at one time.

(e) Transfer arrangements

Where a job shared teaching post becomes surplus to the entitlement of a school, the job sharing partners will be transferred according to the agreed procedures for the compulsory transfer of staff in secondary and primary schools. For the purpose of calculating service, job share partners will be treated individually in accordance with the agreed transfer procedures.

(f) **Absence cover**

Where one job sharing partner is absent from work, the other partner may cover on a short-term temporary basis. Payment will, however, be on a temporary basis for the part of the post being covered.

4 Termination of job sharing arrangements

- (a) A member of staff who wishes to terminate a job sharing arrangement shall notify the education office in writing.
- (b) Where termination of job sharing arises from retirement or resignation from the service, the normal conditions of service shall apply.
- (c) Where termination is due to a wish to return to full-time employment, the allocation of a full-time post shall be considered in accordance with the prevailing procedures for the filling of vacant posts. In the case of teachers, an application form should be submitted to the education office in Dunoon. Appointments to teaching posts will be made either on the basis of total length of continuous satisfactory service with the authority or the antecedent authority, or through competitive interview where this has been introduced as the normal procedure for selection. Termination cannot be effected until a full-time post has been offered and accepted.

Note: There is no automatic means of transferring from a job sharing to a full-time post.

- (d) Where one partner terminates a job sharing arrangement, the remaining partner shall be treated as per paragraphs 1(e) to 1(h) above.

5 In accordance with normal practice, it is important for head teachers/campus principals to keep staff and parents informed of developments in relation to specific proposals for job sharing and their implications for class organisation and structure.

6 This circular may be reviewed as considered necessary with the LNCT. It will therefore be helpful if any matters which arise in connection with the working of the scheme are communicated to the education office. Staff who wish to raise such matters should also be referred to their professional organisations.

7 I shall be grateful if you will bring the contents of this circular to the attention of all members of staff to whom it may apply.

Yours sincerely

Executive Director of Community Services
March 2010

Application for job share

PLEASE USE BLACK INK AND BLOCK LETTERS

Post	
Name of establishment	

Surname	
Forenames(s)	
Address	
Postcode	

Preferred date of commencement of job sharing	
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Preferred pattern for job sharing	Day	am	pm
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Total FTE	
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Signature of applicant

Date

Signature of head of establishment

Date

Notes

- 1 This form is for use by a teacher who holds a full-time, permanent post and wishes to share it. Teachers who wish to respond to a job sharing advertisement should use form JS3.
- 2 Full-time permanent posts may be shared by two members of staff on a split day or week basis normally giving each a commitment of 50% of the working week. Other proportions of the working week may be permitted subject to approval of the Executive Director of Community Services.
- 3 Applications to job-share should be submitted to head of establishment **at least twelve weeks** before the proposed starting date.
- 4 While the authority will accept applications to job-share and will use its best endeavours to find suitable partners for all applicants, if no suitable partner can be found it will not be possible to grant job-sharing.