

Aberdeenshire Education and Recreation

Staffing Circular

Ref No: ST2/ 022

Replaces circular dated:

Expiry Date:

Please address any enquiries to: Elaine Aldridge/Education/Abdnshire Date: 21.01.2000

Telephone: 01224 664667

SUBJECT: REVISED JOB-SHARING SCHEME - TEACHING STAFF

The attached copy of the revised Job-Sharing Scheme for teaching staff has been agreed by Aberdeenshire Education and Recreation Committee and supersedes the previous Job-Sharing Scheme as detailed in the Personnel Operations Manual Section 9.3.

Please bring this new information to the attention of all staff in your school and note that the attached application form should be photocopied and used as required.

DISTRIBUTION: E&R_Academies, E&R_Primarys, E&R_Special_Schools, Jill Jarman/E&R/Abdnshire



FORM JS 1.doc JOB SHARING SCHEME Teaching St



APPLICATION FOR JOB-SHARING

PART 1 – to be completed by applicant

Name:

.....

Address:

.....

..... Postcode

.....

Current Post

.....

School

.....

I have read the Job-Sharing Scheme – Teaching Staff and wish my application for Job-Share to be considered.

Signature Date

.....

PART II – to be completed by Head Teacher

Delete as appropriate

Do you support this application?

YES	NO
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If **YES**, please indicate any specific conditions which will require consideration to accommodation Job-Sharing.

If **NO**, please indicate reasons for opposing application

Signature Date
.....

PART III – to be completed by Senior Education Officer

Delete as appropriate

Do you support this application?

YES	NO
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If **YES**, please state conditions

If **NO**, please state reasons

Signature: Date:
.....

JOB SHARING SCHEME – TEACHING STAFF

1. Definition

- 1.1 Job Sharing is defined as the voluntary sharing by two persons of all duties of an established full-time post with the salary and appropriate aspects of conditions of service shared on a pro-rata basis according to the hours worked by each job-sharer.

2. Scope of Scheme

- 2.1 The scheme applies to established full-time posts only, and will be available, subject to the exigencies of the service, to all existing and prospective employees in both unpromoted and promoted posts in nursery, primary, secondary and special education schools, and to educational psychologists and to other staff covered by the Conditions of Service of the Scottish Joint Negotiating Committee for Teaching Staff (SJNC (TSSE)).
- 2.2 No person employed under the SJNC (TSSE) conditions shall be precluded from the opportunity to be considered for job sharing and any application not otherwise provided for within the scheme described herein shall be considered on its individual merits. Such consideration shall be given with positive regard to the promotion of equal opportunities for all staff employed by Aberdeenshire Education and Recreation.

3. Administration of the Scheme

- 3.1 A post may be shared by two members of staff on a split day or split week basis, normally giving each member of staff an approximate 50% of the hours and duties of the post.
- 3.2 Sharing arrangements outwith this normal split may be permitted subject to such arrangements being without detriment to the fulfilling of the duties of the post, and by mutual agreement by the sharers and to 3.3 and 3.4 below.
- 3.3 All sharing arrangements will be subject to:
- (a) the approval of the appropriate Senior Education Officer, and
 - (b) the availability of a suitable and appropriately qualified partner.

- 3.4 It will be the responsibility of the Headteacher or appropriate manager to ensure that an acceptable agreement has been reached between the sharers on the hours to be worked (including overlap) and the division of tasks to be undertaken to meet the full-time requirements of the post before the filling of a post by two job-sharers. The final approval of the appropriate Senior Education Officer shall also be required.
- 3.5 Overlap periods between sharers are regarded as highly desirable. Such periods should be agreed between the job-sharers in consultation with the Headteacher or appropriate manager and should normally be of one hour each week within the sharers' contracted time.
- 3.6 The mutually agreed division of hours/days will be incorporated into each sharer's contract of employment but may subsequently be amended by mutual agreement subject to 3.3 and 3.4 above.
- 3.7 When one job sharer terminates his/her contract and it has been agreed that there is a continuous requirement for the remaining part of the post to be filled, this will be offered to the remaining sharer on a temporary or permanent basis. If this offer is declined the job-share vacancy will be filled in terms of 3.8 below.
- 3.8 A vacancy occurring in a post which has been operating on a job-sharing basis will be filled in accordance with the normal procedures for filling posts at that level.
- 3.9 In the event that a suitable replacement cannot be found for a full-time job-share vacancy within 3 months or where the post is not to be filled, the remaining job-sharer will be converted to a permanent part-time employee.

4. Salary and Conditions of Service for Job-Sharers

- 4.1 Salary will be paid on the basis of an individual job-sharer's salary entitlement, adjusted on a pro-rata basis in respect of the hours worked by that job-sharer. Incremental progression will be in accordance with the conditions laid down in the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

Teachers on job share contracts will be paid pro-rata in accordance with the days/hours worked, i.e. salary will be calculated as follows:

$$\frac{\text{Number of hours worked per week}}{27.5} \quad \times \quad \text{Gross full-time salary}$$

4.2 Job-sharers seeking information on the effect of the job-sharing arrangements on their personal superannuation and pension rights will require to contact the Scottish Office Pension's Agency, or the Council's superannuation scheme administrator, direct and are advised to do so.

4.3 The conditions of service for job-sharers will be the same as the conditions of service for full-time permanent staff except in respect of hours, leave, class contact time and non-class contact time where the following conditions will apply:

(a) The hours of the normal working week will be divided between the job-sharers as agreed under 3.3 and 3.4 above in accordance with provisions contained in Para 10.8.6 of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

(b) Pro-rata arrangements on the basis of the agreed hours in (a) will apply, when appropriate, in respect of maximum class contact time, planned activity time and personal professional development. Pro-rata planned activity time can be aggregated over a term or session. Attendance shall be pro-rata at parent evenings, where interviews/consultations with parents of children the job-sharers are teaching, are conducted.

(c) The annual paid leave entitlement for job-sharers will be a pro-rata entitlement of the entitlement for full-time employees except that public and occasional holidays will normally be taken as they occur. Where the working arrangements result in a disproportionate share

of

holidays between job-sharers there will be discretion for heads of establishment and job-share partners to agree mutually suitable arrangements to provide more equitable apportionment.

(d) Job-sharers will be offered equal access to training opportunities as for full-time staff. Where training takes place during planned activity time, arrangements should be subject to the provisions of paragraphs 10.10 and 10.11 of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education. In order that the most effective use is made of training opportunities, job-sharers may be requested to work full closure/training days and their agreement should not be withheld unreasonably. Where job-sharers agree to attend beyond their pro-rata obligations, additional payment will be made.

- (e) Job-sharers may enter into another contract with the authority, in so far as it does not conflict with the arrangements associated with the original job-share post.

5 Transfer Arrangements

- 5.1 Where a job-shared post becomes surplus to the entitlement of an establishment the job-sharing partners may elect to be liable for transfer as a pair according to the agreed procedures for the transfer of staff at that grade as applicable. Alternatively, each partner may elect to be liable for transfer to any other existing job-share vacancy subject to agreement concerning the arrangements as outlined in this scheme, or each partner may elect to be liable for transfer to a permanent part-time post in accordance with the agreed procedures.
- 5.2 Job-share partners shall be treated individually in cases where issues of conservation may apply as outlined in the SJNC (TSSE) scheme of conditions.
- 5.3 For the purpose of calculating service job-share partners shall be treated individually and appropriate conditions of the SJNC (TSSE) scheme shall apply.
- 5.4 Any application by job sharers to transfer on a voluntary basis shall be considered on its individual merits and agreement shall not be withheld unreasonably.
- 5.5 Job-sharers remain eligible to apply for permanent part-time or full-time posts within the authority at any time.

6 Applying for Job-Share

- 6.1 New job sharing arrangements will, where possible, be implemented at the beginning of the session in August.
- 6.2 An application will be considered at any time during the course of the session. The following list is not exhaustive but illustrates examples of circumstances which will be considered, and job-shares granted on a temporary or permanent basis, throughout an academic session:
- request for job share in order to facilitate care for a young child/children including return from maternity/adoptive leave
 - request for job share in order to facilitate care for a close relative
 - request for job share after a period of extended sick leave

- 6.3 Such requests should be forwarded by the Head Teacher to the appropriate Senior Education Officer who shall consider the request. Where it is decided not to agree a request to job share, written notice of the reasons for this decision shall be given to the applicant who may appeal through the normal grievance procedures for teaching staff.
- 6.4 Once a post has been altered from full-time to job-share it shall be advertised and filled in accordance with the normal procedure.
- 6.5 It is not necessary for applicants who wish to share their substantive posts to have an identified sharer. In the absence of this, and where normal advertising procedures fail to identify a suitable sharer, the applicant shall have the option of withdrawing the application or having their contract converted to permanent part-time.