

Subject:

PILOT SCHEME OF JOB SHARING FOR TEACHERS

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Audience:

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards; and
- Council for Catholic Maintained Schools.

Summary of Contents:

The Teachers' Salaries and Conditions of Service Committee (Schools), which is representative of the Department, employing authorities and the recognised teachers' organisations, has agreed a pilot scheme of Job Sharing for teachers.

The Scheme is attached and will operate for 2 years commencing on 1 September 1995.

Enquiries:

Any enquiries about the contents of this Circular should be addressed to the relevant employing authority.

Status of Contents:

Action by Boards of Governors and
Employing Authorities.

Information for Principals, Vice-
principals and Teachers.

Related Documents:

Not applicable

Expiry Date:

Not applicable

DENI Website:

<http://www.deni.gov.uk>

PILOT SCHEME OF JOB SHARING FOR TEACHERS

1. INTRODUCTION

1.1 The Scheme as set out in the following paragraphs is a pilot scheme which is intended to operate for 2 years commencing on 1 September 1995. During the course of its operation, it will be reviewed by the Teachers Salaries and Conditions of Service Committee (Schools) and decisions taken on the continuance of this or an appropriate amended scheme.

1.2 The relevant body (as defined in the Teachers Salaries Regulations (NI) 1993) will decide whether, and in what circumstances, an individual post may be filled on a job-sharing basis. In the case of schools with non-delegated or partially-delegated budgets, the employing authority will seek the views of the Board(s) of Governors. The welfare and educational needs of the pupils in a school will take precedence over all other considerations.

2. BASIS OF THE SCHEME

2.1 The Scheme provides that:

a permanent teacher may make application to share a teaching job with another teacher.

2.2 The minimum period for job-sharing during the pilot scheme shall be one **school** year.

3. ELIGIBILITY

3.1 All permanent teachers, excluding teachers on probation are eligible to apply for permission to partake in the job-sharing scheme.

4. RECRUITMENT OF STAFF

4.1 Vacancies arising from a job-sharing arrangement during the pilot scheme may be filled on a temporary basis. If it is agreed to renew this scheme or an appropriately amended scheme following the expiry of the pilot, vacant posts will be filled in accordance with normal procedures.

5. RETURN TO FULL-TIME EMPLOYMENT

5.1 Job-sharing teachers shall be eligible to resume their posts at the end of the pilot scheme.

5.2 In exceptional cases (eg in the event of an unforeseen change in domestic circumstances), applications to return to full-time employment before the end of the agreed job-sharing period will be considered.

5.3 A teacher whose service in a job-sharing capacity is not satisfactory may be instructed to resume full-time employment from the beginning of a school year by direction of management.

5.4 Where one of the partners wishes to discontinue job-sharing, the arrangement may be terminated at the end of the school year, subject to the approval of the relevant body.

6. CONTINUATION OF JOB-SHARING

6.1 A teacher who wishes to continue to job-share following the expiry of the pilot scheme, and provided that a new scheme has been agreed, must make formal application in writing to the relevant body by 1 March preceding the termination of the pilot scheme.

7. CONDITIONS OF SERVICE

7.1 Job-sharers shall enjoy pro-rata arrangements with their colleagues in relation to pay and other conditions of employment. The conditions which shall apply to participants in the job-sharing scheme are set out in the Appendix.

8. GENERAL

8.1 Enquiries about the scheme should be made to the appropriate employing authority.

9. REVIEW

9.1 The operation of the scheme for the pilot period commencing in school year 1995/96 will be reviewed by the Teachers' Salaries and Conditions of Service Negotiating Committee in mid 1996/97.

CONDITIONS OF SERVICE AND RELATED MATTERS APPLICABLE TO PARTICIPANTS IN THE PILOT JOB-SHARING SCHEME

1. PAY

1.1 A qualified job-sharing teacher shall be paid pro-rata on the same pay spine as qualified teachers. In deciding the point on which each job-sharing teacher shall be paid annually, the relevant body shall take account of the same factors as are applicable to full-time teachers **in accordance with determinations made by the Department (currently regulation 9 of the Teachers Salaries Regulations (NI) 1993**.

1.2 Incremental credit for experience will be in accordance with the **determinations made by the Department (currently regulation 9(5) of the Teachers Salaries Regulations (NI) 1993)**.

2. ATTENDANCE ARRANGEMENTS

2.1 The general principle governing attendance arrangements under the job-sharing scheme is that attendance liabilities associated with a single, full-time post will be shared on a pro-rata basis between 2 job-sharing teachers. **Job-sharing teachers will be paid in accordance with existing arrangements for pro-rata part-time teachers. Service will be recorded on the monthly return - Certificate of Service of Permanent Teaching Staff and the teachers will be paid at the end of the month along with other part-time staff.**

2.2 The particular needs of teaching posts will largely determine what patterns of job-sharing are possible. In any event the particular attendance regime to apply to each shared post will be determined by the relevant body.

2.3 A job-sharing teacher shall be available on a pro-rata basis for parent meetings, staff meetings and other duties which are carried out by full-time teachers in accordance with their terms and conditions of service.

3. TERMINATION OF SERVICES

3.1 The termination of appointments made as a result of a job-sharing agreement shall be subject to notice in accordance with that of a permanent teacher.

4. OUTSIDE EMPLOYMENT

4.1 It is not permissible for job-sharing teachers to be engaged in external work **(including service in another school)** without the consent of their employers, which must normally be obtained beforehand, and that consent will only be given where it is clear that such external work will not adversely affect their work as a teacher.

5. PROMOTION

5.1 A job-sharing teacher shall be eligible for promotion on the same basis as permanent teachers.

6. OVERLAP TIME

6.1 The responsibility for liaison in a job-share will be with the sharers themselves. It will be for the principal and the employing authority to satisfy themselves that job-sharers make satisfactory arrangements for consulting with each other to fulfil the full responsibilities of the job-shared post.

7. PUBLIC HOLIDAYS

7.1 Entitlements arising from public holidays to a job-sharing teacher will accrue to the teacher who would otherwise be scheduled for duty on the day in question. In such cases, however, the normal attendance regime will, where necessary, be varied slightly with a view to allowing both job-sharing partners to benefit equally from public holidays.

8. LEAVE OF ABSENCE

8.1 Job-sharing teachers shall be entitled to **the same paid or unpaid leave (including sick leave and maternity leave) that they would have been entitled if employed in a full-time permanent capacity.**

9. SUPERANNUATION

9.1 A job-sharing teacher shall be eligible for superannuation benefits on the same basis as full-time teachers, except that the service given in a job-sharing capacity shall be proportionate to the fraction of full annual salary for superannuation purposes.

