

TR142

APPOINTMENT / CHANGE OF HRS / CHANGE OF WORKING PATTERN PRO-RATA / JOB SHARE TEACHERS

SCHOOL NAME _____ SCH REF _____

TEACHERS NAME _____ TR NO _____

JOB SHARE WITH _____ TR NO _____

EFFECTIVE DATE _____ END DATE (if appropriate) _____

Please note section 1 & 2 must be completed

SECTION 1 _____

Mr/Mrs/Miss _____ has been appointed in a pro-rata / job share capacity (please see overleaf) and will be paid a monthly salary at the end of each month and will be paid over the summer.

TEACHERS SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

SECTION 2 _____

It is essential for costing and payment purposes that a breakdown of hours and mins and working pattern is accurately provided. Please complete week 2 only if working hrs or pattern differs from week 1 :

Please note maximum number of hours per day = 6 hrs and 29 mins

WEEK 1

	NORMAL TEACHING				PRINCIPAL RELIEF			
	Starting Time	Finishing Time	Hrs and Mins to be paid		Starting Time	Finishing Time	Hrs and Mins to be paid	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								TOTAL WEEK1 HRS
TOTAL				TOTAL				

WEEK 2 (IF APPLICABLE)

	NORMAL TEACHING				PRINCIPAL RELIEF			
	Starting Time	Finishing Time	Hrs and Mins to be paid		Starting Time	Finishing Time	Hrs and Mins to be paid	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								TOTAL WEEK2 HRS
TOTAL				TOTAL				

SIGNED _____ DATE _____

(on behalf of the Employing Authority)
ie CCMS or ELB's etc

STAMP

PRINTED: _____

TR142

PTO

GUIDANCE

This form should be completed only for teachers employed on a pro-rata or job share basis. If this form is being completed for a new appointment please ensure it is accompanied with a TR23 and TR268. If additional allowances are to be paid at full rate it must be clearly stated on TR268.

DEFINITION OF A PRORATA / JOBSHARE TEACHER

Job sharing : employed jointly with another teacher who together fill a posting of 32 hrs and 24 mins (decimalised @ 32.40) hrs per week. The posting must be for at least 12 months. Each teacher must have a set working pattern. If the contract is for a predetermined period then the end date must be completed. If teacher does not appear on your working pattern school returns please ensure his/her name is added clerically. Salary is calculated by dividing the full-time equivalent salary by 32.40 and multiplying by the number of paid hrs on TR142. Salary will then be equally divided by 12 and paid on a monthly basis. Teacher will be paid over the summer period.

Pro-rata part-time : employed with a set working pattern but for less than 32 hrs and 24 mins (decimalised @ 32.40) per week . The posting must be for at least 12 months. If the contract is for a predetermined period then the end date must be completed. If teacher does not appear on your working pattern school returns please ensure his/her name is added clerically. Salary is calculated by dividing the full-time equivalent salary by 32.40 and multiplying by the number of paid hrs on TR142. Salary will then be equally divided by 12 and paid on a monthly basis. Teacher will be paid over the summer period.