

Holy Family Primary School GOWRIE



JOB SHARE

Policy



Job Share Policy

Related Policies

CE Job Share policy
Teachers Certified Agreement

Purpose

At Holy Family, we believe that Job-sharing is a voluntary arrangement in which two people share one full-time job, each working part-time on a regular basis. It supports The Catholic Education Office's endeavour to implement "Family Friendly" employment practices

The policy aims to enable individuals to reduce work involvement during particular periods in their working lives.

Policy

Job-sharing is supported by the Catholic Education Office, the Independent Education Union and the Independent School Staff Association.

When considering Job-sharing, the impact on the educational programs being offered to the students will be assessed.

No more than two persons will share the one position.

The well-being of the students will always remain an issue of paramount importance.

The suitability and compatibility of the applicants will be considered before employment.

Executive positions cannot be shared.

Procedures

Staff members wishing to participate in a Job-sharing arrangement will address their application in writing to the school Principal. Following consideration of the applications, the Principal will respond to the applicants in writing. The final decision rests with the Principal.

Consideration will be given to the appropriate number of Job-share arrangements that Holy Family School can undertake concurrently in a school year.

Job-sharing arrangements comply with the **NSW Anti-Discrimination Amendment (Carer's Responsibilities) Act 2000**. *ACT Reference (main reference)*

Job-share arrangements will be reviewed at the end of the current school year.

If the Job-share is to continue then both parties will be re-classified as Permanent part-time within the content of the Job-share. Should one party leave then the FTE will be offered to the other party in the first instance.

All conditions relating to the job share are to be in writing prior to the commencement of the arrangement and the implementation of any arrangement will not incur an additional cost to the school.

Staff should be aware that the principal, in approving a job share application, may request any or all of the following undertakings:

- The development of formal structure for effective communication;
- A commitment of participation by both parties in the decision-making and planning processes of Holy Family Primary School;
- Arrangement of work patterns so that equity exists for both partners to attend staff meetings, parent/teacher meetings, etc;
- Arrangement between the parties regarding the degree of participation and attendance at professional Development activities and whole staff Professional Development days;
- Attendance at regular information-swapping sessions between the parties to ensure consistency and continuity of the educational programs and monitoring of student outcomes;
- Agreement between parties regarding the degree of involvement in and preparation of school events, including liturgies, excursions, camps, student reports, parent evenings, etc;
- An understanding that in the case of short term absences every effort is made to cover the absence with the other partner in the job share arrangement in order to achieve minimal disruption to the class; and/or
- Teachers will be required to fully contribute their FTE allotment to their classroom responsibilities. This includes all normal classroom expectations eg. programming, reports, parent interviews, PD etc.

References

Nil

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	June 2013
School Contact Officer:	Anne-Marie Marek