

## JOB SHARING POLICY

### Introduction and Purpose

Below is an outline of the College position and expectation regarding the arrangement for job share positions. Job share arrangements are made in light of best industrial practice and Equal Opportunity Legislation, including the Sex Discrimination Act, Anti-discrimination Act and Fair Work Australia. Catholic Church Employment Relations is used to arbitrate and advise us on all issues related to job share arrangements with the College.

### Implementation

Job share arrangements are conducted in the full spirit of collaboration with the Principal and Deputy Principal. Although every attempt will be made to collaborate and discuss options with those seeking job share arrangements, ultimately it is the responsibility of the Principal to choose the appropriate persons to job share. It is also the right of the Principal to advertise for job share participants where there is a perceived need.

Each job share arrangement is reviewed *annually* by the Principal and Deputy Principal. In the case of ongoing or repeated job share arrangements the main consideration of all job share review will be the good of the College and the education of its students.

Job sharing is an arrangement in which two persons share one full-time position and share responsibility for the accountabilities of the position. Job share does not include regular part time employment or executive relief employment.

### A Successful Job Share

Strong communications skills and trust between job-sharers and Principals, and dependability are the most important qualities of good job share situations. The characteristics of a successful job share include:

- Open, explicit, shared understanding of the arrangement by job share teachers, staff, Principal and parents
- An understanding that job share is a shared position and not the sole responsibility of one person
- Professional courtesy
- Respect for partner teacher and their ability to deliver the content
- Strong leadership and flexibility on the part of the Principal
- Structured formal and informal methods of communication
- Regular reviews of the arrangement - formal appraisal

### Principal's Responsibilities

- Staff the school according to need and available resources
- Take the leadership role in all negotiations relating to job sharing

- Ensure that staff and parents are informed of the nature of particular arrangements
- Ensure that the needs of the school and students will be met
- Be satisfied that the employees concerned have a proven record of effective professional experience, possess a high degree of interpersonal skills, can work together in harmony, and are willing to accept the terms and conditions of the policy outlined in a letter of appointment
- Inform the staff involved in a timely manner

The Principal will require documented evidence that professional communication between the job share teachers has occurred with regard to:

- Scope and sequence in curriculum
- Assessment methodology
- Unit registration
- Examination and Assessment Task marking responsibilities
- Workload equality and appropriateness
- Attendance at Parent teacher nights (All job share participants are expected to attend Parent teacher Nights for the duration of those meetings)
- Appropriate participation and support for the extra curricula life of the College

## **Teacher's Responsibilities**

- Organise a proposal for work arrangements in patterns that mutually convenient to the partner teachers and to the school
- Develop formal structures for effective communication, opportunities arranged by partners for combined planning sharing
- Assess and evaluate pupil progress and report accordingly to parents. This will be a joint responsibility of both partners and be undertaken as a cooperative task
- Engage in professional development
- Be available, if possible, to undertake casual relief in the event of their partner's absence, eg due to illness or attendance at inservice

## **Staff Not Eligible**

Job-sharing will require extra commitment and except in special circumstances affected by the various 'Acts', work and Job share is not appropriate for the following:

- Teachers in evaluation for performance reasons
- Teachers in remediation or on probation
- Teachers taking long service leave in that year
- 2 and 3 point Co-ordinators
- 1 point Co-ordinators working less than 4 days a week
- Deputy Principal
- Principal

## Teachers to Submit A Formal Job Share Proposal

During Term 3, Teachers need to address the following questions in light of the impact on the school community and the educational outcomes associated with their proposal.

1. Outline the formal and informal communication structures between teachers
2. Consistency in the approach of each teacher to behaviour management
3. A written description of each teacher's teaching style and how each style will complement the student's learning
4. How to ensure the curriculum will be covered?
5. How will student assessment and parent teacher interviews be managed?
6. Parent information nights
7. Sick days/professional development days
8. Combined planning and sharing

The Principal may evaluate the proposal in terms of:

- **S**trengths of the proposal
- **W**eaknesses of the proposal
- **O**pportunities for the school
- **T**hreats to the success of the job share

The Principal could also consider the following in assessing a job-share proposal.

## Financial Considerations

What is the likely cost impact of this proposal on the College

- Sick days
- Professional Development Days
- Staff meetings
- Sports Days
- Other days/events they may be required on site

## Impact on the School Community

Informing Parents

- Parent Information night
- Protocol for managing parent complaints/concerns
- Parent/Teacher Interviews
- Sports Days
- Students' Report Cards

Managing colleagues and other staff

- Will this proposal increase the workload on other staff members?
- How will this arrangement affect timetabling/playground duties?

Impact on students

Will the students' learning be enhanced, or at least not disadvantaged, by this arrangement?

- Are there any students with special needs? How will this impact on them?
- How will the students cope with the different teaching styles?

## **Communication Between Job Share Staff**

Formal

- Communication book, i-wise, chronicle
- Is the joint planning proposal adequate or does it need adjusting (weekly, monthly, once a term)?
- Formal telephone calls
- Email

Informal

- How will urgent/unexpected issues be communicated to each other?

## **Formal Review of Arrangement**

The Principal may choose to evaluate the job share arrangement against the initial proposal

- What have been the challenges, issues or problems?
- How have these been solved?
- What have been the positive aspects?
- What, if any, adjustments need to be made to the arrangement to ensure its continued success?

The College will not be in a position to renumerate for days when a job share participant attends a Staff Development Day or Professional In-service on a non- allocated teaching day or weekend.

## **Discontinuing a Job Share**

Job share does not always work successfully. The following occurrences may result in the job share arrangement being terminated:

- Teacher conflict
- Parent Dissatisfaction
- Student Needs
- Unreasonable expectation of equity and workload
- Annual Review

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## **Policy Review**

**Last Reviewed:** November 2016

**Approved By:** College Executive

**Renewal Date:** 2019