



FORMAL JOB SHARE AGREEMENT BETWEEN JOB SHARE PARTIES AND THE MINSTER SCHOOL

1. Job Share

Your employment is based on a job share agreement, outlined in the 'Jobsharing for School Staff' guidance attached, rather than part-time employment. Once the arrangement has been agreed, the job sharer has no right to return to full time work.

The job share arrangements will be reviewed and agreed on an annual basis, in terms of the timetable/working days, communication and the split of responsibilities, to ensure their continued effectiveness for all parties.

2. Working Days

Timetable changes mean that the working pattern must be reviewed each academic year, and working days may be changed in order to minimise the impact on classes and the quality of provision.

3. AP Data, Parents Evenings and Training

Each year, these will be split fairly between the two partners in line with their lead teaching groups and working days. A degree of flexibility around parents' evenings is desirable so that they are split appropriately and proportionately. Any information and resources gained by one partner in briefings or training sessions should be fully shared with the other. Each party will also receive the correct number of PPA periods as a pro-rata percentage of their directed time.

The split of responsibilities will be clearly identified, documented and agreed with the CTL and Head Teacher at the start of each year.

4. Communication

It is an essential part of the job share agreement that you discuss your workload with your job share partner in person on a monthly basis. Weekly phone calls, emails and a shared planner to ensure continuity in shared teaching groups must also be implemented.

Regular informal reviews and support from your line manager will ensure that communication remains effective.

5. Arrangement on resignation of one party

It is understood that there are a number of options to consider in this instance, outlined on page 6 the guidance.

I accept the terms of the above agreement and 'Job Sharing for School Staff'

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____ Head Teacher

Date: _____