

**Q.1 What is job-share working?**

It is a contractual agreement whereby (usually) two employees fill a post which would or could normally be performed by exactly one employee. The term “job-share” is, however, widely misused.

**Q.2 In what ways is the term mis-used?**

- The post being filled was never at any stage in any way a shared post.
- The post was originally a job-share post but where one partner left, that person was never replaced.
- The authority (or headteacher) has simply designated a part-time teacher’s post as being part of a job-share arrangement without the teacher’s agreement.

**Q.3 Are there other forms of part-time working?**

There are other forms. It is possible to hold a permanent (or temporary) part-time contract with no form of job-share arrangement.

**Q.4 How are the terms of job-share employment determined?**

Like all employment, the terms under which a job-sharer is employed is determined by written contract. Where any problem or dispute arises, the answer will generally be clear by reference to this contract.

**Q.5 What constitutes the contract?**

It is likely to have two parts: a written statement of particulars for the job-sharer and an authority protocol for the general operation of job-share which should be referred to in the written statement. Job-share teachers are strongly advised to obtain and retain a copy of the authority protocol.

**Q.6 What sort of issues should be covered in the contractual arrangements?**

These should include the following:-

- What happens when one partner leaves employment
- Attendance on in-service days and at parents’ nights
- Overlap to allow liaison
- The extent of the rights of the employer to vary the working hours
- Generality of pro-rata arrangements for collegiate time etc

**Q.7 What arrangements might exist to cover what happens when one partner leaves?**

These can vary widely. It is essential that all job-sharers understand and recognise the arrangements. The following are commonly found arrangements:-

- The remaining job-share partner is offered the return to full-time working (a common requirement).
- Where this is not possible, the post is advertised as a job-share post.
- The job-share arrangement is dissolved and the additional teaching time allocated to others or, at the discretion of the HT, re-timetabling takes place.
- If he/she originally did work on a full-time basis the remaining job-sharer is required to revert to full-time working if no suitable job-share partner can be identified. This important contractual requirement must be recognised (where it exists) when accepting a job-share contract.

**Q.8 Are there significant advantages to having a permanent part-time contract rather than a job-share contract?**

Because of the problems outlined above (particularly in Q.7) there are significant advantages in part-time contracts.

**Q.9 Should permanent part-time staff who are asked to become part of a job-share arrangement therefore refuse to accept the change? Is it possible to refuse to accept?**

Members in this situation should contact the General Secretary. Members should generally refuse the job-share post and probably are entitled to do so.

**Q.10 Are there any particular issues with the job-sharing of a promoted post?**

There are significant issues. Employers are much less likely to allow the job-sharing of a promoted post. There can be problems of style and emphasis between such job-sharers. It is significantly more likely that the employer will require that the remaining postholder revert to full-time working if the other job-share partner leaves and can't be replaced.

**Q.11 What should I do if I wish to job-share?**

Contact the SSTA.

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