

Hauraki Primary School  
Policy Document

**Job Share Responsibility**

**Rationale:**

To ensure high quality teaching in all classrooms that is as consistent as possible at all times.

**Purpose:**

- To retain qualified and experienced teachers
- To protect the school's investment in professional development
- To increase the range of skills available for particular subject areas/school activities
- To enable teachers to combine personal goals and circumstances with a continuing career
- To optimise levels of teacher attendance

**Guidelines:**

1. All requests for job share positions and the division of hours is at the discretion of the principal and Board of Trustees.
2. Ultimate responsibility belongs to the teacher who teaches the larger part of the week. If this is a 50/50 split the principal and teachers shall agree who is to take overall responsibility.
3. Consistency with class routines, assessment for learning strategies, and expectations of children, is expected at all times.
4. Teachers are to agree in conjunction with the Principal on a fair allocation of responsibilities e.g. planning, teaching, feed back, feed forward, assessment tasks and folders, classroom environments, meetings, reports and professional development requirements.
5. Both job share teachers are required to attend professional development meetings as requested.
6. The classroom should be left tidy and organized at the end of their teaching time in any one week.
7. Weekly planning for the following week should be completed before leaving at the end of their teaching time.
8. Minutes of meetings should be thoroughly read so that everyone is familiar with school happenings.
9. It is the responsibility of both job share teachers that effective liaison takes place and communication should be frequent and thorough.
10. The use of a communication book to ensure information is shared between job share teachers is essential. This includes messages from parents, happenings that may have occurred, crisis in a child's life, behavioural issues, particular needs of children that may need following up and so forth.
11. If one job share teacher is absent it is expected that the other job share teacher would relieve to ensure continuity for the class unless exceptional circumstances prevail.
12. Swapping of days must be approved by the principal.
13. The Principal has the final determination.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

22/2/2021

Chairperson Board of Trustees

Review Date: \_\_\_\_\_

Term 1, 2024.