

Hauraki Primary School

Policy Document

Job Share Responsibility

Rationale

It is a primary objective of the Hauraki School Board (the Board) to ensure every student at the school is able to attain their highest possible standard in educational achievement. The Board will appoint appropriately trained and qualified staff to all teaching positions to ensure a high-quality learning environment.

Purpose

To ensure high-quality and consistent teaching in all classrooms we will:

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

Guidelines

1. All requests for job share positions and the division of hours is at the discretion of the principal. The principal makes the final determination on any job share requests.
2. In job share situations, 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 on a fair allocation of responsibilities, for example: planning, teaching, feedback, feed forward, assessment tasks and folders, classroom environments, meetings, reports and professional development requirements.
5. Both job share teachers may be required to attend professional development meetings.
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. Planning together on a weekly basis is strongly encouraged.
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. Only those working .8 of a week or more are entitled to classroom release.
13. Swapping of days must be approved by the principal.

Signed: _____

Presiding Member of the Board

Date: _____

Review Date: _____