



# Policy Statement

## Job Share

### Rationale

The Diocese of Maitland-Newcastle Catholic Schools Office has for a number of years supported jobshare arrangements wherever appropriate, and where students' learning has not been affected. Jobshare is recognized as a viable option for staff to maintain their career path whilst still providing time for care and support of family members.

In addition, the Carers' Responsibilities amendment to the NSW Anti-Discrimination Act has endorsed the validity of job-share and other flexible work arrangements to balance work and family commitments.

Job-sharing is a voluntary arrangement in which two people share one full-time job, each working part-time on a regular on-going basis. Job-share does not include regular part-time employment or executive release.

### Aim

The Catholic Schools Office aims to recognize work and family commitments. Through this Policy the Catholic Schools Office demonstrates its commitment to maximizing support for families and individuals in the context of a quality learning environment for students.

### Implementation

Staff members wishing to participate in a job-sharing arrangement should address their application in writing to the Human Resources Unit at the Catholic Schools. A supporting statement from the school principal should also be supplied.

A job-share arrangement may be undertaken for a period of up to two years whilst retaining the right to return to full-time employment. Job-share arrangements arising outside of carer's responsibilities will normally only be undertaken for one year, unless shared between two permanent part-time teachers.

Job-sharing may be available to those holding Coordinator (including RE Coordinators) as well as classroom positions. Each application will be considered on its merits.

A job-share appointment will not usually be made during a year in which either participant intends taking Long Service Leave or other extended leave.

We believe that the best practice at St Pius X High School is that **no more than one job share per faculty** is to be approved. However the Principal has the discretion to approve of an additional job share after consultation with the executive if that could provide a special benefit to the students or to help out with our curriculum structure and time tabling.

### Evaluation

This policy will be reviewed as part of SEVDEV process.