



Swavesey Primary School

Middle Watch, Swavesey,
Cambridge. CB24 4RN
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Tel. 01954 273312 **E-mail:** office@swavesey.cambs.sch.uk

Job share responsibility partnership

The following responsibilities will be equally distributed between each teacher in alignment of their contracted hours. Where mutual agreements can not be reached, a member of the senior leadership team should be contacted to support initiating a mutually fair distribution of responsibilities, considering best working practise for both members of staff to ensure the provision for the children is of a high quality.

- Planning.
 - Every team allocates planning responsibilities differently however we all plan for the whole phase. As a partnership, you will be expected to contribute towards the planning (pro rata to your contracted hours) as equivalent to someone working full time hours.
- Marking and feedback
 - You will be expected to follow the marking and feedback policy. You are expected to mark and/or give feedback on work according to the day/s you have taught. The feedback for English and Maths should be daily and up to date to your job share by their next working day. For all other subjects that are taught by both teachers, marking and feedback must be up to date before your partner teaches the next session. If you are teaching a subject and your partner does not teach that subject, the marking and feedback can be done at your discretion to support children to make progress in line with the marking and feedback policy.
- Parents evenings
 - Parents evening appointments will be distributed between both teachers in alignment of their contracted hours.
- Reports
 - The workload of writing reports should be distributed between both job share partners according to their contracted hours. Where a partnership mutually agrees an amicable distribution according to their teaching set up this can be maintained. Should a mutual agreement not be reached then the number of reports will be distributed between teachers according to their contracted hours.
- Handover information
 - Both teachers within a partnership should discuss and area necessary and expected information to handover when crossing over days. The following list gives some examples but is not exhaustive: children needing further support, change to timetable, behavioural issues, feedback from specific meetings where only one teacher attends eg SEND meetings, parental concerns or feedback etc.
 - The method of this communication should be mutually agreed by both teachers. Email handovers are recommended however is alternative methods are preferred by both parties then this may continue.
 - Where possible, to support organisation within job sharing it is advisable to stick to the set planning and timetable. Where this might have a negative impact on the



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learning and adaptations need to be made, this needs to be agreed mutually by both teachers.

- General daily responsibilities
 - Where an issue arises, eg an email from a parent, it should be dealt with by the person that received it on their working day where possible. If the issue relates to something that occurred on a day you weren't working then communication between teachers should occur and a mutual decision should be made as to who completes the issues or takes necessary actions.
- Staff meetings/INSET
 - Each teacher is expected to attend school based CPD in alignment of their contracted hours across the year. A termly operation calendar (TOC) is sent at the beginning of each term to enable teachers to attend the most relevant CPD for them.
- Productions
 - Where a production/carol concert etc is planned, it is essential for both teachers to mutually agree on the content, which can be done in the handover communication, and take responsibility to ensuring the rehearsals occur.

Job share partnerships can have huge benefits to children and staff where both teachers feel empowered. Effective communication between job share partners is essential to a successful working relationship however the methods of communication must be mutually agreed to ensure non-working time is protected. Teacher performance is measured through performance management sessions with line managers therefore should you have any concerns about your job share partnership you should speak to your phase leader to gain support.