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Austinmer PUBLIC SCHOOL

Subject	JOB SHARE PROTOCOLS
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Scheduled Review	AS NECESSARY

JOB SHARING PROTOCOLS

Rationale

In the formation of a job share class at Austinmer Public School every endeavour will be made to ensure that the welfare and educational needs of our children will remain the highest priority. It is anticipated that the teachers participating in a job share position will share a common philosophy of education and be prepared to establish a fair, co-operative working environment.

It cannot be assumed that an application by a teacher will ensure automatic approval of a job-sharing situation. All applications will only proceed with the approval of the Principal. Each job-share pairing will also be regularly reviewed to ensure adherence to the protocols listed below.

Implementation

The following are expectations of a job share partnership at Austinmer Public School -

- Together, each teacher will have whole responsibility for all students in their class;
- Each teacher will have ownership for particular curriculum areas and be responsible for all aspects of the component – programming, assessment and reporting. In the event of “work heavy” strands – e.g. writing, it could be a consideration that a swap is arranged each semester (in order to give a wider spread of ideas and growth in all aspects of learning);
- Both teachers should attend Parent/Teacher Information Evenings;
- Both teachers will attend School Development Days – particularly the first one – to establish planning for the year and class set-up. As a general guide, the school will only fund the attendance of the job sharing person on one of the SDD days. It is anticipated that attendance at the other SDDs of the year is desirable, (as these days are for the professional development and growth of all teachers at the school, the job-sharing partners have a great deal to gain personally and professionally when they attend), but note that the school cannot pay for attendance to all SDDs.
- Attendance, by both teachers, at special class functions e.g. Presentation Day, Performance Nights is highly desirable but cannot be funded by the school;
- As a general rule of thumb, job share teachers will be able to attend in-service opportunities, as do regular classroom teachers. However, should the in-service take place on a day that one teacher is not employed, the school will not make a ‘wage’ payment to attend the day, but will finance the normal costs of attending the in-service;

- In the event of absence the co-teacher is to be the first port of call for the replacement to maintain continuity (or a preferred casual as a second option);
- A communication book or routine (that may include email updates) will be established and maintained to ensure that daily continuity occurs with regard to student, parent and school issues. The communication book/routine will also include Staff Meeting /Grade & Stage Meeting notes and items of a sensitive nature;
- A Behaviour Book will be desirable – in the case of a particular student/s - for a confidential record between teachers, their Stage Supervisor and the Principal;
- Both signatures will appear on all formal communication e.g. Permission Notes, letters home to parents, Reports;
- Assessment Tasks will be set and marked by the teacher in charge of programming them;
- General classroom marking will be shared on a pro-rata basis. i.e. You are expected to mark the work for the lessons you teach before any change over to the other teacher;
- It is not advisable to take on a practice teaching student due to too many changes of faces for the class unless authorised by the Principal;
- Each person in the job share situation will keep strict confidentiality regarding any communication regarding staff, students, parents or issues as per Departmental Code of Conduct Guidelines. Only Stage Supervisor or the Principal will be informed of any higher order issues;
- Any issues between teachers job sharing must be brought to the Stage Supervisor. These issues will be confidential and must not be spoken about with other staff members. If the issue is with the actual team leader – then the issue should be quickly communicated to the Principal;
- Both teachers are considered equal partners irrespective of amount of days, experience etc. This means that all items are negotiated – that the workspace must be handed over in a neat and tidy manner - and that in room storage space is shared equitably.

This protocol will be adopted from the start of 2010.