

1. Rationale

The Board of Governors of St Patrick's Academy is committed to supporting the staff (teaching, professional and support staff) in a manner that will enable every employee to provide the young people in its care with the best possible learning experience. As part of this pastoral support for staff, it is recognised that whilst staff are generally employed on a full time basis, some members may experience circumstances in their private lives which will lead them to request part-time or flexible employment for a specified period of time.

The Board of Governors will consider all such requests. However, the fact that part-time/flexible employment has been requested will not guarantee that such arrangements will be agreed to, since the Board of Governors must maintain as its primary concern the most effective and efficient delivery of teaching and associated services.

2. Purpose

The purpose of considering requests for part-time or flexible employment is to facilitate members of staff in their desire to reduce their workload for a specified period of time whilst, at the same time, ensuring that there is no negative impact on the delivery of the curriculum, pastoral provision, or other services within the School.

3. Guidelines

The decision to place, or not to place, a member of staff on part-time or flexible employment in St Patrick's Academy is guided by the following principles, that:

- The fulfilment of the pastoral needs of the pupils entrusted to that teacher's care can be met;
- Any adjustment to a teacher's workload will always be conditional on the School being able to deliver the full curriculum;
- Any adjustment to the workload of any other member of staff will always be conditional on whether the School can deliver effective and efficient services as outlined in its Scheme of Management;
- The management needs of the School, including supervisory provision, can be met;
- The needs of the School can be met without the employment of additional staff, or the incurrence of unreasonable additional costs;
- From the school year 2005-2006 onwards, any requests for part-time employment or flexible working should be made by January 31st, in any academic year, for an arrangement that is to commence on the 1st September of that year. The minimum duration of part-time employment is a full academic year, that is, September 1st- August 31st in any given year.
- A member of staff whose request for part-time or flexible employment is granted for a given academic year should recognise that return to full-time employment may be required at any time during that period (upon receipt of reasonable notice in writing) and shall be required at the end of the period given;
- A member of staff whose request for part-time or flexible working is granted for a given academic year, and who – in the course of the arrangement – succeeds in being promoted, may be required by the Board of Governors to return to his/her original contractual hours either immediately, in order to effect the promotion, or before the end of the period when his/her part-time or flexible arrangement would have ended;
- Where a part-time or flexible working hours arrangement has been granted, the pay/salary of that member of staff will be reduced for the period of the arrangement on a *pro rata* basis according to the percentage reduction from the normal working hours of that employee;
- A member of staff who is granted part-time employment is required to attend parent/teacher meetings for the pupils whom he/she teaches, whether or not such meetings are held on the days that he/she normally attends school;
- A member of staff who is granted part-time employment is required keep abreast of staff INSET if training days are held on the days that he/she does not normally attend school;
- Where more than one application for part-time employment is made within a given academic year, whilst the curricular needs of the School may make it possible to grant individual requests discretely, if it is not possible to grant applications collectively, the criteria set out in Appendix I will be applied.

St Patrick's Academy

Appendix I

Criteria for Granting Part-Time Employment

Granting of part-time employment to an applicant will be dependent upon:

- The possible impact on curricular options, at GCSE and post-16;
- The foreseeable impact on pastoral support for a form class/year group;
- In the case of more than one applicant from the same department applying for part-time employment within the same academic year, priority will be given in the following order to:
 1. The extent to which an applicant's home circumstances meet 'family friendly' criteria, as indicated in Employment Law;
 2. The ability of the applicant to fulfil the demands of any management allowance role (if applicable);
 3. The extent to which an applicant can demonstrate that the reduction of hours will be used to enhance the professional profile of the applicant (i.e. a period of time off to study for an additional qualification) and thus benefit the school;
 4. The member of staff who has not previously been granted leave of absence and/or part-time employment in the last three years;
 5. If all applicants meet each of the above criteria, the successful applicant will be selected at random, with lots being drawn in the presence of all applicants from the same department.

The member of staff applying for part-time employment must complete the attached form, stating:

- The working pattern s/he wishes to adopt;
- The reason(s) for seeking a reduction in workload;
- The effect that part-time employment will have upon his/her employment commitments, including reference to directed time and, where appropriate, any management allowances held;
- How s/he would meet the criteria listed above.

St Patrick's Academy
ST PATRICK'S ACADEMY
APPLICATION FOR PART-TIME EMPLOYMENT

Name:

Role in school:

Management allowance(s) held (if appropriate):

Please indicate the preferred working pattern (eg: three full days; four full days).

Please indicate briefly the reason(s) for seeking a reduction in workload.

Please indicate the effect that part-time employment will have upon your work load, including reference to directed time, pastoral duties, supervisory duties and, where appropriate, any management allowances held.

Signature: _____

Date: _____