



Tips for requesting part-time return to work after parenting leave

Allow plenty of time for the school to give consideration to your request, don't leave it to the last minute.

If you know someone else who wants to work part-time consider talking to them to see whether they might be interested in putting together a joint proposal for a job share arrangement.

Make sure that in your written request that you emphasise the benefits to the school and students. It is not just about what works for you but it is of mutual benefit.

Suggest ways that your proposal could work if you are aware of others wanting to share or if you know that other staff might be leaving.

Don't be too narrow in your request because you may be limiting your opportunities.

For example if you say you only want to work 0.4FTE in year 7, that may not be workable whereas 0.6FTE in year 3, or across middle School and lower secondary might be something within your skill set that is possible.

Highlight your strengths as well as your all round skills and interests. This is helpful when trying to match you with someone else in a primary setting in particular.

Make sure that you give careful consideration to how you will manage

- a part-time co-curricular/CEA commitment,
- keeping in touch (particularly if staff meetings might not be on the day that you work),
- attendance at parent teacher interviews and camps,



- your professional development, particularly if it is school provided PD either in school time or after school,
- How you will collaborate and plan with either the other teacher in a primary setting or teachers in a middle or senior school (including moderation if applicable),
- How you will plan, manage, communicate and monitor students with special needs and individual learning plans.

You may want to include these briefly in your request, but certainly think about how you will respond fully and convincingly in an interview/meeting situation when you are asked.

Make sure that you request a meeting to discuss your proposal and after the meeting if a decision has not been made request a written response within an agreed time.

Make sure that unless you want to permanently reduce your substantive FTE that whatever is agreed in writing it is a temporary reduction in time and that you are able to return to your former FTE when your leave entitlement is over.

It is important to keep a record of all correspondence and meetings as principals and senior management can change. If decisions are not clearly documented it can cause you considerable difficulty in the future.

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Useful Tips: Tips for requesting part-time return to work after parenting leave. 191008.