Job Sizing Questionnaire

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1   POST HOLDER DETAILS

Post holder name _____   Post title _____

1.1   Local authority

1.2   Name of job sizing co-ordinator

1.3   Name of school

1.4   Type of post

Headteacher

Depute Headteacher

Principal Teacher

Tick the box below if the responsibilities of the post you hold relate to more than one school and enter the number of schools

Responsibilities in more than one school

Enter the number of schools

Tick the box below if you hold a part time post and enter the number of hours a week that you are contracted to work

Part time

Enter contracted hours per week

Also tick the boxes if the responsibilities of the post you hold include:

Being a permanent member of the senior management team (SMT)

Being the SMT member who formally deputises for the Headteacher

Being a permanent member of an SMT that does not include a formal Depute

   where no formal depute enter the number of SMT members in the school (excluding HT)

1.5	Title of post

1.6	Name of post holder

1.7 Gender

Male ☐

Female ☐

2 RESPONSIBILITY FOR THE LEADERSHIP, GOOD MANAGEMENT AND STRATEGIC DIRECTION OF COLLEAGUES

2.1 Direct line management responsibility for teaching staff

Tick a box in each column below for the number of teaching staff for whom your post has line management responsibility.

	Number of staff	Number of full time equivalent staff
None	☐	☐
1	☐	☐
2 to 5	☐	☐
6 to 10	☐	☐
11 to 25	☐	☐
26 to 50	☐	☐
Over 50	☐	☐

2.2 Direct line management responsibility for other staff

Tick a box in each column below for the number of non-teaching staff for whom your post has line management responsibility

	Number of staff	Number of full time equivalent staff
None	☐	☐
1	☐	☐
2 to 10	☐	☐
11 to 25	☐	☐
Over 25	☐	☐

2.3 Accountability for budgets

Tick the box for the size of budget for which your post is accountable

None	☐
Up to £1,000	☐
£1,001 to £5,000	☐
£5,001 to £10,000	☐
£10,001 to £25,000	☐
Over £25,000	☐

2.4 Responsibility for health and safety

*All promoted post holders have responsibilities for health and safety. However, tick the box below if your post has **additional** health and safety responsibilities for the following*:

Direct curricular responsibility for Craft, Design and Technology; Physical Education (including outdoor activities); Chemistry; Physics; Biology; Home Economics; or Art and Design	☐
Other direct curricular responsibilities	☐
Year groups and / or specialist sections of the school	☐
The whole school	☐

3	**RESPONSIBILITY FOR CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE**

3.1   To review the CPD needs, career development and performance of colleagues

All promoted post holders have responsibility to review the performance of those staff for whom they have direct line management responsibility.

3.2   To produce **and** implement the school development plan

*All promoted post holders contribute to the school development plan. However, tick the box below if your post has **additional** responsibility for producing and implementing development plans relating to:*

Departments / subjects   ☐

Guidance and pastoral support (secondary schools only)   ☐

Year groups and / or specialist sections of the school   ☐

Whole school policies   ☐

Say what the additional responsibility is below:

3.3   To develop the curriculum and monitor learning and teaching

Year Groups	**Number of subjects**	**Number of national qualifications**	**Number of classes**
Nursery			☐
P1			☐
P2	*Job sizing takes account of all areas of the primary school curriculum*		☐
P3			☐
P4			☐
P5			☐
P6			☐
P7			☐
S1	☐		☐
S2	☐		☐
S3	☐	☐	☐
S4	☐	☐	☐
S5	☐	☐	☐
S6	☐	☐	☐

3.4 Other formal curricular / management responsibilities
*Tick the box if your post has **whole school** responsibility for any of the following*:

Whole school timetabling (secondary schools only)　　☐

ICT　　☐

Early years / nursery classes (primary schools only)　　☐

Learning and / or behavioural support　　☐

A special needs unit / classes　　☐

Other special sections such as English as a second language, asylum seekers　　☐

Head of the primary section of a combined school　　☐

Sections 4 and 5 of this questionnaire are designed to capture other whole school responsibilities

3.5 Timetabled teaching time

Hours per week allocated to timetabled teaching time　　☐

4　RESPONSIBILITY FOR WHOLE SCHOOL POLICY AND IMPLEMENTATION

4.1 To develop, manage and implement a policy on pupil behaviour management
*All promoted post holders have responsibilities for pupil behaviour management. However, please tick the box below if your post has **additional whole school** responsibilities for pupil behaviour management with **impact** on:*

Year groups and / or specialist sections of the school　　☐

The whole school　　☐

Say what the additional responsibility is below:

4.2 To develop, manage and implement a policy on guidance, pastoral care and pupil welfare

*All promoted post holders have responsibilities for guidance, pastoral care and pupil welfare. However, please tick the box below if your post has **additional whole school** responsibilities for guidance, pastoral care and pupil welfare with **impact** on:*

Guidance and pastoral care

Year Groups and / or specialist sections of the school

The whole school

Say what the additional responsibility is below:

Formal guidance responsibilities with a caseload (secondary schools only)

None

1 to 50

51 to 100

101 to 200

Over 200

The caseload selected above will also be used to capture guidance responsibilities covered by other sections of this questionnaire.

4.3 To develop, manage and implement a policy on pupil assessment

*All promoted post holders have responsibilities for pupil assessment. However, please tick below if your post has **additional whole school** responsibilities for pupil assessment with **impact** on:*

Departments / subjects

Year groups and / or specialist sections of the school

The whole school

Say what the additional responsibility is below:

5	RESPONSIBILITY FOR WORKING WITH PARTNERS

5.1   To work with parents

*All promoted post holders have responsibilities for working with parents. However, please tick below if your post has **additional whole school** responsibilities for working with parents with **impact** on:*

Year groups and / or specialist sections of the school

The whole school

Say what the additional responsibility is below:

5.2   To lead or work with colleagues in the same establishment

*All promoted post holders have responsibilities for working with colleagues. However, please tick below if your post has **additional whole school** responsibilities to lead or work with colleagues with **impact** on:*

Year groups and / or specialist sections of the school

The whole school

Say what the additional responsibility is below:

5.3 To work with other establishments and agencies

*All promoted post holders have responsibilities to work with other establishments and agencies. However, please tick below if your post has **additional whole school** responsibilities to work with other establishments or agencies with **impact** on:*

Year groups and / or specialist sections of the school ▢

The whole school ▢

Other establishments or agencies ▢

Say what the additional responsibility is below:

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6 SIGNATURES

Post holder

Signature:

Date:

Headteacher (or local authority manager in respect of HT posts)

Signature:

Print name:

Date:

Job sizing co-ordinator

Signature:

Date: