

Scottish Negotiating Committee for Teachers

COSLA
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5XZ
Tel: 0131 474 9200
Fax: 0131 474 9292
Email: lynne@cosla.gov.uk

Teachers' Panel
46 Moray Place
Edinburgh
EH3 6BH
Tel: 0131 225 6244
Fax: 0131 220 3151
Email: dmorrice@eis.org.uk

Scottish Executive
Education Department
Teachers Division
2-A North
Victoria Quay
Edinburgh
EH6 6QQ
Tel: 0131 244 0230
Fax: 0131 244 0957
Email: stephanie.walsh@scotland.gsi.gov.uk

27 February 2004

Dear Colleague

SNCT/28 (revised)

Job Sizing - Criteria to be Considered in Determining the Need for a Review of the Size of Promoted Posts

The SNCT has agreed criteria which will determine whether a review of the size of a promoted post is necessary. A review will only take place if the criteria are met. This process should not take place unless there is substantive change to the post which will have a high likelihood of the review resulting in a change in job size score. This will not necessarily result in a change of salary point.

Review Criteria

The criteria set out in Appendix 1 refer to the items in the job sizing toolkit, and should be read in conjunction with the questionnaire shown as Appendix 2 as well as the explanatory notes provided in Appendix 3.

Criteria are graded A, B or C depending on the likely effect they will have on the overall score for a post. Type A changes will automatically lead to a review. Type B changes will require at least one other change of type B or two other changes of type C before a review will take place. Type C changes require at least three other changes of type C to initiate a review.

Some changes only apply to certain posts, this is based on whether or not the particular section of the questionnaire impacts on the size of the type of post. Where this is the case the posts that would be affected by the change are highlighted.

Initiating a Review

A review can be initiated either by the post holder or the local authority. In looking at the review criteria it is important to think about all changes to the post. Using the criteria as a guide when changes do occur will reduce the number of unnecessary reviews that take place. Changes in the allocation of responsibilities may trigger the need to check other posts against the criteria for review.

Where a post holder believes a review appears appropriate they should initially discuss this with their headteacher or manager. Where the local authority believes there is a need for a review this should be discussed with the postholder.

There are two points in the year at which a review can be triggered. The main review time is at, or around, the end of the school session to be implemented from 1 August. However, to take account of other changes that may arise, a further opportunity to request a review of the post in December, effective from 1 February, is available. Under normal circumstances a post can only be reviewed once in any twelve month period.

Formal Review Process

Once the criteria are met the jobholder, in all cases, will complete a new job sizing questionnaire in full prior to the appropriate review date. The completed questionnaire should then be signed off by the Headteacher/manager and validated by a job-sizing co-ordinator (selected from the pool of trade union/council co-ordinators).

The completed questionnaire will then be processed through the toolkit towards the end of the session/early in the summer break or after the Christmas break and any resulting change in salary point, either an increase or decrease in the substantive pay point, will be effective from 1 August or 1 February.

Yours sincerely

Lynne Dickson (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries