

16 October 2025

JS/25/84

SNCT Agreement on Changes to the Job Sizing Toolkit

Dear Colleague

The SNCT has agreed a number of recommendations put forward by the Job Sizing Review Group.

This letter is to give notice of the changes agreed by SNCT in advance of the provisions within the SNCT Handbook which relate to job sizing and its application being published.

It is intended that the changes agreed by SNCT will be implemented, following national training in November, with effect from the 1 February 2026 review point. It is not intended that any changes to the questionnaire or guidance will be used as a trigger to re-size posts. Job Sizing Co-ordinators should ensure that any posts requiring review prior to 1 February 2026 but unlikely to be filled until after 1 February are reviewed using the new arrangements.

The issues on which there was agreement at SNCT are set out below.

Extended Remits in Primaries

This related to two aspects within primary schools. The first concerned Headteachers in primary schools taking on more duties due to a reduction in Council HQ functions. The second aspect concerned extended remits of Principal Teachers in primary schools.

The SNCT has agreed that the appropriate control for this is the important role of LNCTs in agreeing remits, which should take account of the workload of a particular post and should not contain any duties not set out in the SNCT Handbook under Section 2, Part 2 - Main Duties.

The SNCT has also agreed to remind local authorities and Job Sizing Co-ordinators that all promoted postholders must be job sized, including all principal teachers in primary schools. There are no circumstances in which a promoted post should not be job sized. There must not be local arrangements in place for generic sizing of leadership roles.

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Faculties in Secondaries

This issue focused on the impact that the introduction of faculties and the amalgamation of departments have on job sizing points.

It was agreed that Job Sizing Co-ordinators should be reminded that no principal teacher posts can exceed 196 points. Where a post is sized above 196 points the remit must be reviewed to reduce responsibilities.

Guidance Posts/Pastoral Support Roles

This issue reflected a concern that the growing responsibilities and workload, specifically around high caseloads, of guidance and pastoral support roles were not adequately captured or controlled by job sizing.

The SNCT has agreed that in future these posts would be equalised within individual establishments recognising the shared responsibilities across a team of staff.

The SNCT also agreed that a postholder's caseload should not exceed 200, with an ideal caseload being no higher than 180, and that the option to select the "over 200" caseload option be removed from the questionnaire.

These changes will require amendments to both the questionnaire and the job sizing guidance. It is intended that these changes will be introduced initially only as it becomes necessary to review a post (for example, when there is a vacancy). LNCTs will monitor the review of guidance departments and should a post or group of posts not have been reviewed by 1 June 2027, LNCTs will arrange for a job sizing review to be undertaken prior to the end of the school session for implementation from 1 August 2027.

In addition to the points above, the SNCT agreed that there should be an insertion to the SNCT Handbook for guidance/pastoral support roles under Section 2, Part 2 – Main Duties. This is currently being developed.

Free Meal Entitlement

This issue concerned the impact of the extension of free school meals as a result of national or local policy decisions on this measure as an indicator of deprivation.

The SNCT has agreed that the job sizing toolkit be changed to use entitlement to footwear and clothing grants as the indicator of deprivation factor.

These changes will require amendments to both the questionnaire and the job sizing guidance. It is intended that this change will be effective from 1 February 2026, except where the use of free school meals has already become problematic due to local policies extending free school meals beyond national provision. Where a local authority intends to make this change prior to 1 February 2026, LNCT Joint Secretaries should confirm that to the SNCT Joint Secretaries.

Further work

There were other issues which were considered by the Job Sizing Review Group which the SNCT has agreed require further work. This is nearing completion and will be referred back to SNCT as appropriate.

The National Job Sizing Co-ordinators are working on the revisions to the job sizing questionnaire and guidance required to implement the changes already agreed. These will be issued as circulars and updated in the SNCT Handbook in due course.

The revised training will commence in November 2025, and dates have now been offered to LNCTs.

Local Authority Job Sizing Co-ordinators

The SNCT recognises the important role that Job Sizing Co-ordinators have in ensuring that job sizing is undertaken in a fair and consistent manner not just in each local authority area but across the country.

National training is available to ensure that there is a consistent approach, but also to ensure that those individuals involved are confident in their role and aware of current SNCT job sizing guidance. Only individuals who have attended national training can job size posts. Following the training in November Job Sizing Co-ordinators will be required to undertake retraining every three years.

National Job Sizing Co-ordinators

The work of the Job Sizing Review Group was supported by the two National Job Sizing Co-ordinators, who provided suggested solutions to the issues raised for consideration by the review group.

The two National Job Sizing Co-ordinators also provide the training to Job Sizing Co-ordinators.

The role of the National Job Sizing Co-ordinators has also included being a point of contact for job sizing queries that could not be resolved locally. It is intended that this role should continue in a more formal way. If Job Sizing Co-ordinators have a question or issue on which they need assistance they should write jointly to the National Job Sizing Co-ordinators setting out the issue, background and any specific questions. This approach also provides for the National Job Sizing Co-ordinators to bring commonly occurring issues to the SNCT Joint Secretaries to facilitate consideration of whether there may be a need to undertake further work on particular issues.

The National Job Sizing Co-ordinators are:

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Yours sincerely

Suzanne McLeod (Employers' Side)

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Joint Secretaries