

## DNCT/5 (revised)

### REVIEW OF THE SIZE OF PROMOTED POSTS

#### 1. Introduction

- 1.1 Promoted teaching posts were originally job sized in accordance with Circular SNCT/24 using data captured during Session 2002/2003 for implementation in August 2003.
- 1.2 Circular SNCT/28 sets out the criteria for reviewing job sized promoted teaching posts. A review will normally be carried out on an annual basis for implementation each August. It has been agreed that the best time to carry out this exercise is around April each year. This will allow the various procedures to be gone through and implemented for the start of the new session.
- 1.3 Report DNCT/5 outlined the procedure to be followed for initial implementation and has been reviewed in the light of experience.

#### 2. Overview

- 2.1 Circular SNCT/28 provides the basis for promoted posts to be reviewed in the light of any change of circumstances. A successful review requires the identification and exchange of accurate information. The Education Department holds whole school information and individual postholders are aware of changes to their job remit and circumstances. Sufficient significant changes identified from either or both sources will result in a review. The 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. 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 and this is based on whether or not the particular section of the questionnaire impacts on the size of the type of post.

#### 3. Procedure

- 3.1 The Staffing Section will send an information package to each Head Teacher consisting of:
  - a) whole school information derived from the following sources:

**Type of Establishment (number 1.9 on the Job Sizing Questionnaire)**

Schools are notified where they have an SEN Unit/Classes or a Nursery Unit/Classes. Any changes will be type 'A' changes for Head Teachers only.

**School Roll (number 1.10 on the Job Sizing Questionnaire)**

The school roll is taken from the annual September census exercise, with any nursery pupils shown as a head count and not full time equivalent. The information is provided in a tabular form and consists of every census figure since 2002 (on which the first job sizing was based). Against the latest roll figure will be a comment stating whether the difference between that figure and the original 2002 figure is enough to signify a type 'A' change for Heads, Deputes and Principal Teachers. However, this will be misleading in some cases. For some newly created and re-sized posts a comparison needs to be made between the

latest roll figure and the roll figure used to determine their current job sizing points. In all cases, the comparator year is shown on the Baseline Summary (Appendix 1) produced for each post. For example, "Data Captured Session 2004/2005" means that the comparator year for the school roll is 2004.

#### **Staff (number 1.11 on the Job Sizing Questionnaire)**

Staff numbers (see below for categories included) are taken from the annual September census. The information is provided in a tabular form and consists of every census figure since 2002 (on which the first job sizing was based). Against the latest staff numbers will be a comment stating whether the difference between the latest numbers and the original 2002 numbers are enough to signify a type 'B' change for Head Teachers and Depute Head Teachers. However, this will be misleading in some cases. For some newly created and re-sized posts a comparison needs to be made between the latest staff numbers and the staff numbers used to determine their current job sizing points. In all cases, the comparator year is shown on the Baseline Summary (Appendix 1) produced for each post. For example, "Data Captured Session 2004/2005" means that the comparator year for staff numbers is 2004.

#### **Categories of posts:**

##### *Promoted posts*

Head Teacher, Depute Head Teacher, Principal Teacher (see below regarding counting Multi-Sensory Service and Bilingual Pupils' Support Service promoted staff).

##### *Other teaching staff*

All non promoted teaching staff counted as FTE apart from visiting specialists, Multi-Sensory Service, Bilingual Pupils' Support Service and Early Years Link teachers who have been counted as half of their FTE, giving 50% responsibility to Head Teachers.

##### *Other staff*

Music Instructors are counted as half of their FTE giving 50% responsibility to Head Teachers.

Support Staff FTE is based on a percentage of 37 hours, including Nursery Nurses. Facilities Co-ordinators and Assistants, Senior Swimming Pool Technicians and Swimming Pool Technicians, School Crossing Patrollers, Drivers, Escorts, Breakfast Club Supervisors and Assistants are not included.

#### **Free School Meals (number 1.12 on the Job Sizing Questionnaire)**

Free school meals numbers, representing the percentage of pupils entitled to receive free school meals, are taken from the annual census carried out in January/February. The information is provided in a tabular form and consists of every census figure since 2002 (on which the first job sizing was based). Against the latest percentages will be a comment stating whether the difference between the latest figures and the original 2002 figures are enough to signify a type 'B' change for Heads, Deputes and Principal Teachers. However, this will be misleading in some cases. For some newly created and re-sized posts a comparison needs to be made between the latest percentages and the percentages used to determine their current job sizing points. In all cases, the comparator year is shown on the Baseline Summary (Appendix 1) produced for each post. For example, "Data Captured Session 2004/2005" means that the comparator year for free school meals is 2004.

#### **Size of School Budget (number 1.13 on the Job Sizing Questionnaire)**

The budget for each school is prepared in April for the forthcoming session in which it applies. The gross budget represents the total amount allocated for each school and this figure does not feature in the toolkit calculations. However, the devolved budget which excludes staff costs and repairs and maintenance costs is provided in a tabular form and consists of every census figure since 2002 (on which the first job sizing was based). Against the latest figures will be a comment stating whether the difference between the latest figures and the original 2002 figures are enough to signify a type 'B' change for Head Teachers only. However, this will be misleading in some cases. For some newly

created and re-sized posts a comparison needs to be made between the latest figures and the figures used to determine their current job sizing points. In all cases, the comparator year is shown on the Baseline Summary (Appendix 1) produced for each post. For example, "Data Captured Session 2004/2005" means that the comparator year for the school budget is 2004.

**Physical Nature of School (number 1.14 on the Job Sizing Questionnaire)**

Schools are notified if they are considered to be a multi-site school. Any changes will be type 'B' changes for Head Teachers and Depute Head Teachers.

All schools, apart from Kingspark, are in the band of "up to 100" pupils being transported to school.

- a) a Baseline Summary for each post (Appendix 1) showing the job sizing details and the effective date of the job sizing.
- b) Job Sizing Review Criteria forms (Appendices 2, 3 & 4) for each category of post, to identify significant changes.
- c) a note of the procedure and that year's deadlines.

3.2 On receipt of the above information the Head Teacher will:

- a) compare the new Whole School Information with the previous Whole School Information for the baseline year for each post. The baseline year is recorded on the Baseline Summary (Appendix 1) already issued for each post.
- b) complete the Whole School Information section in the Job Sizing Review Criteria form for each promoted member of staff.
- c) arrange for the Postholder Information section in the Job Sizing Review Criteria form to be completed by or in conjunction with each promoted member of staff.
- d) check the completed Job Sizing Review Criteria forms for accuracy and consistency, bearing in mind that any change in the responsibilities of one post might result in changes to other posts.

3.3 There are 3 possible outcomes for each post:

1. *no significant changes*
  - a) Do not issue Job Sizing Questionnaire
  - b) Do not return Job Sizing Review Criteria form to Staffing Section
2. *significant changes identified but insufficient to trigger a review*
  - a) Do not issue Job Sizing Questionnaire
  - b) Do not return Job Sizing Review Criteria form to Staffing Section
3. *significant changes identified which are sufficient to trigger a review*
  - a) Arrange for each teacher who has sufficient 'A's, 'B's and 'C's, to be given a Job Sizing Questionnaire for completion. The Questionnaire can be found on the Department's intranet under the sub-heading McCrone (Circular SNCT/28 Appendix 02 Questionnaire).
  - b) Countersign the completed Job Sizing Questionnaire.

- 3.4 After completing steps at 3.3 above a Job Sizing Return (Appendix 5) needs to be completed and returned to Staffing Section along with any supporting documents i.e. matching Job Sizing Review Criteria form(s) (Appendices 2, 3 & 4) and Job Sizing Questionnaire(s) by the date stated.
- 3.5 The Staffing Section will arrange a meeting of job sizing co-ordinators and trade union representatives to consider the job sizing questionnaires. Job sizing co-ordinators will have an opportunity to visit schools for further discussion if required before countersigning each questionnaire.
- 3.6 The job sizing co-ordinators will pass the countersigned questionnaires to the Staffing Section.
- 3.7 The Staffing Section will process the questionnaires through the job sizing toolkit.
- 3.8 There are 5 possible outcomes to the job sizing review:
  1. If there is no change to the points, the baseline position remains.
  2. If the points increase but not sufficiently to place the post in a higher salary band, no change will be made or recorded and the baseline position remains.
  3. If the points decrease but not sufficiently to place the post in a lower salary band, no change will be made or recorded and the baseline position remains.
  4. If the points increase sufficiently to place the post in a higher salary band, the salary for the post will be increased with effect from the following 1 August and the baseline position will be altered to include the new job sizing details.
  5. If the points decrease sufficiently to place the post in a lower salary band, the salary for the post will be decreased with effect from the following 1 August and the baseline position will be altered to include the new job sizing details. However postholders whose salary is currently "lifetime" conserved will retain their conserved salary placing and other postholders will be cash conserved for 3 years at the existing salary point.
- 3.9 All those involved will be advised of the outcome in writing by the Staffing Section.

Dundee City Council Education Department

Job Sizing Details

Baseline Summary Appendix 1

Post information

Dundee Academy, Principal Teacher, Computer Education, Mr AN Other

POINTS: LGM 18 CDOA 72 WSP1 15 WWP 14 TOTAL 119

Data Captured: Session 2002/2003

Permanent member of SMT: No Only member of SMT deputising for HT: Member of SMT without formal DHT:

Date Applied: 01 August 2003

1 Whole school information

1.9a Type of establishment: Secondary	includes SEN unit: No	Yes
1.10 School roll band: 751 to 1,000	and number: 823	
1.11a Promoted posts fee: 29		
1.11b Other teaching staff fee: 53		
1.11c Other staff fee: 15		
1.12 Free meals band: 11% to 25% and % 20%		
1.13a Total budget: £3,221,497		
1.13b HT budget band: £250,001 to £500,000		
Budget amount: £450,000		
1.14a Transport band: up to 100 and number: 30		
1.14b Multi-site school: No		

2 Responsibility for the leadership, good management and strategic direction of colleagues

2.1a Teaching staff band: 2 to 5	Teachers: 4
2.1b Teaching staff fee band: 2 to 5	Teachers fee 3
2.2a Non-teaching staff band: None	Non-teach staff: 0
2.2b Non-teach. staff fee band: None	Non-teach staff fee: 0
2.3 Budget for post band: £1,001 to £5,000	Post budget £3,500

2.4 Responsibility for health and safety

2.4a Direct curricular responsibility:	No
2.4b Other direct curricular responsibilities:	Yes
2.4c Year groups and/or specialist sections:	No
2.4d Whole school	No

3 Responsibility for curriculum development and quality assurance

3.2 Development plan

3.2a Departments/subjects:	Yes	Number of classes
3.2b Guidance and pastoral care (secondary schools only):	No	Nursery Classes:
3.2c Year groups and or specialist sections of the school:	No	P1 Classes:
3.2d Whole school policies:	No	P2 Classes:
		P3 Classes:
		P4 Classes:
		P5 Classes:
		P6 Classes:
		P7 Classes:
		S1 Classes: 9
		S2 Classes: 10
		S3 Classes: 5
		S4 Classes: 4
		S5 Classes: 3
		S6 Classes:

3.3 To develop the curriculum and monitor learning and teaching

Number of subjects	Number of national qualifications
S1 Subjects: 1	
S2 Subjects: 1	
S3 Subjects: 1	S3 Qualifications: 1
S4 Subjects: 1	S4 Qualifications: 1
S5 Subjects: 2	S5 Qualifications: 3
S6 Subjects:	S6 Qualifications:

3.4 Other formal curricular/management activities

3.4a Whole school timetabling:	No (Secondaries)
3.4b ICT:	Yes
3.4c Early years/nursery classes:	No (Primaries)
3.4d Learning/behaviour support:	No
3.4e A special needs unit/classes:	No
3.4f Other special sections such as English as a second language, asylum seekers:	No

4 Responsibility for whole school policy and implementation

4.1 Pupil behaviour management

4.1a Year groups:	No
4.1b Whole school:	No
4.2a Guidance:	No
4.2b Year groups:	No
4.2c Whole school:	No
4.2d Formal guidance responsibility:	None

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

4.3a Departments / subjects:	Yes
4.3b Year groups:	No
4.3c Whole school:	No

5 Responsibility for working with partners

5.1a Parents year groups:	No
5.1b Parents whole school:	No
5.2a Colleagues year groups:	No
5.2b Colleagues whole school:	No
5.3a Agencies year groups:	No
5.3b Agencies whole school:	No
5.3c Agencies other agencies:	No

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Date: 02 November 2004

**JOB SIZING REVIEW CRITERIA**

**APPENDIX 2**

Head Teacher					tick applicable box
Q	Whole School Information		A	B	C
1.4	Type of post	Change(s) in number of schools in which Head Teacher posts have responsibilities		x	x
1.9	Type of establishment	The addition or removal of an SEN Unit / Classes or the addition or removal of a Nursery Unit / Classes		x	x
1.10	School Roll (based on the September census of the previous school year)	Change(s) consisting of: +/- 100 pupils, or +/- 10% of the school roll on which the last job sizing was based which leads to a change in the school roll band in the job sizing toolkit		x	x
1.11	Numbers of staff	Change(s) consisting of: +/- 10 FTE staff, or +/- 15% of the numbers of FTE staff on which the last job sizing was based	x		x
1.12	% of children registered for free school meals	Change(s) consisting of: +/- 10% of the total numbers of pupils in the school, which leads to a change in the free school meals band in the job sizing toolkit	x		x
1.13	Size of school budget	Change(s) consisting of: +/- £100,000, or +/- 20% of the regular annual revenue budget on which the last job sizing was based, which leads to a change in the whole school budget band in the job sizing toolkit	x		x
1.14	Physical nature of school	Becoming or ceasing to be a multi-site school	x		x
1.14	Physical nature of school	Change(s) consisting of +/- 100 pupils transported into school	x	x	
<b>Postholder Information</b>					
2.4	Responsibility for health and safety	Change(s) in responsibilities which leads to fewer or additional entries being made for this question in the job sizing questionnaire	x	x	
3.3	To develop the curriculum and monitor learning and teaching	Changes consisting of: +/- 5 classes	x		x
3.3	To develop the curriculum and monitor learning and teaching	Changes consisting of: +/- 1 subject, or +/- 2 NQLs	x	x	
3.5	Timetabled teaching time per week	+/- 10 hours	x		x
3.5	Timetabled teaching time per week	+/- 5 hours	x	x	
		<b>total</b>			
	<b>Type of change</b>	<b>at least 1 'A'</b>			
	<b>Type of change</b>	<b>or 2 'B's or 1 'B' with 2 'C's</b>			
	<b>Type of change</b>	<b>or at least 4 'C's</b>			

JOB SIZING REVIEW CRITERIA

APPENDIX 3

Depute Head Teacher			tick applicable box		
Q	Whole School Information		A	B	C
1.4	Type of post	Change(s) to the allocation of responsibilities for formally deputising for the Head Teacher amongst DHTs in the school		x	x
1.4	Type of post	Change(s) in number of schools in which your post has responsibilities	x		x
1.10	School Roll (based on the September census of the previous school year)	Change(s) consisting of: +/- 100 pupils, or +/- 10% of the school roll on which the last job sizing was based which leads to a change in the school roll band in the job sizing toolkit		x	x
1.11	Numbers of staff	Change(s) consisting of: +/- 10 FTE staff, or +/- 15% of the numbers of FTE staff on which the last job sizing was based	x		x
1.12	% of children registered for free school meals	Change(s) consisting of: +/- 10% of the total numbers of pupils in the school, which leads to a change in the free school meals band in the job sizing toolkit	x		x
1.14	Physical nature of school	Becoming or ceasing to be a multi-site school	x		x
1.14	Physical nature of school	Change(s) consisting of +/- 100 pupils transported into school	x	x	
<b>Postholder Information</b>					
2.1	Direct Line management responsibility for teaching staff	Change(s) consisting of: +/- 3 FTE teaching staff, which leads to a change in the teaching staff FTE band in the job sizing toolkit		x	x
2.2	Direct Line management responsibility for other staff	Change(s) consisting of: +/- 3 FTE other staff, which leads to a change in the band in the other staff FTE band job sizing toolkit		x	x
2.3	Accountability for budgets	Change(s) consisting of: +/- £5,000, or +/- 20% of the regular annual revenue budget on which the last job sizing was based, which leads to a change in the budgets band in the job sizing toolkit	x		x
2.4	Responsibility for health and safety	Change(s) in responsibilities which leads to fewer or additional entries being made for this question in the job sizing questionnaire	x	x	
3.1	To review the CPD needs, career development and performance of colleagues	None required - covered by 2.1 and 2.2 above	x	x	x
3.2	To produce and implement the school development plan	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
3.3	To develop the curriculum and monitor learning and teaching	Changes consisting of: +/- 5 classes	x		x

3.3	To develop the curriculum and monitor learning and teaching	Changes consisting of: +/- 1 subject, or +/- 2 NQLs	x	x	
3.4	Other formal curricular / management responsibilities	The addition or removal of whole school responsibility for learning/behavioural support		x	x
3.4	Other formal curricular / management responsibilities	The addition or removal of any other responsibility listed in question 3.4	x		x
3.5	Timetabled teaching time per week	+/- 10 hours	x		x
3.5	Timetabled teaching time per week	+/- 5 hours	x	x	
4.1	To develop, manage and implement a policy on pupil behaviour management	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
4.2	To develop, manage and implement a policy on guidance, pastoral care and pupil welfare	Change(s) in responsibilities for guidance, pastoral care or pupil welfare leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
4.2	To develop, manage and implement a policy on guidance, pastoral care and pupil welfare	Change(s) to formal guidance responsibility consisting of +/- 25 pupils in the guidance caseload which leads to a change of: 2 bands in the job sizing toolkit	x		x
4.2	To develop, manage and implement a policy on guidance, pastoral care and pupil welfare	Change(s) to formal guidance responsibility consisting of +/- 25 pupils in the guidance caseload which leads to a change of: 1 band in the job sizing toolkit	x	x	
4.3	To develop, manage and implement a policy on pupil assessment	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
5.1	To work with parents	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
5.2	To lead or work with colleagues in the same establishment	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
5.3	To work with other establishments and agencies	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit	x	x	
		<b>total</b>			
	<b>Type of change</b>		<b>at least 1 'A'</b>		
	<b>Type of change</b>		<b>or 2 'B's or 1 'B' with 2 'C's</b>		
	<b>Type of change</b>		<b>or at least 4 'C's</b>		

<b>Name of Postholder:</b>		<b>Signature:</b>		<b>Date:</b>	
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**JOB SIZING REVIEW CRITERIA**

**APPENDIX 4**

<b>Principal Teacher</b>			tick applicable box		
<b>Q</b>	<b>Whole School Information</b>		<b>A</b>	<b>B</b>	<b>C</b>
1.4	Type of post	Change(s) in number of schools in which your post has responsibilities.	x		x
1.10	School Roll (based on the September census of the previous school year)	Change(s) consisting of: +/- 100 pupils, or +/- 10% of the school roll on which the last job sizing was based which leads to a change in the school roll band in the job sizing toolkit.		x	x
1.12	% of children registered for free school meals	Change(s) consisting of: +/- 10% of the total numbers of pupils in the school, which leads to a change in the free school meals band in the job sizing toolkit.	x		x
<b>Postholder Information</b>					
2.1	Direct Line management responsibility for teaching staff	Change(s) consisting of: +/- 3 FTE teaching staff, which leads to a change in the teaching staff FTE band in the job sizing toolkit.		x	x
2.2	Direct Line management responsibility for other staff	Change(s) consisting of: +/- 3 FTE other staff, which leads to a change in the band in the other staff FTE band job sizing toolkit.		x	x
2.3	Accountability for budgets	Change(s) consisting of: +/- £5,000, or +/- 20% of the regular annual revenue budget on which the last job sizing was based, which leads to a change in the budgets band in the job sizing toolkit.	x		x
2.4	Responsibility for health and safety	Change(s) in responsibilities which leads to fewer or additional entries being made for this question in the job sizing questionnaire.	x	x	
3.1	To review the CPD needs, career development and performance of colleagues	None required - covered by 2.1 and 2.2 above	x	x	x
3.2	To produce and implement the school development plan	Change(s) in responsibilities leading to fewer or additional entries being made for this question in the job sizing toolkit.	x	x	
3.3	To develop the curriculum and monitor learning and teaching	Changes consisting of: +/- 5 classes	x		x
3.3	To develop the curriculum and monitor learning and teaching	Changes consisting of: +/- 1 subject, or +/- 2 NQLs	x	x	
3.4	Other formal curricular / management responsibilities	The addition or removal of whole school responsibility for learning/behavioural support		x	x
3.4	Other formal curricular / management responsibilities	The addition or removal of any other responsibility listed in question 3.4	x		x



