

**PART 2**  
**APPENDIX 2.3: ANNEX A**

**REVIEW CRITERIA**

<b>Question</b> <i>as set out in the job sizing questionnaire</i>	<b>Change in responsibilities</b> <i>either increases or decreases</i>	<b>Type of change</b>	<b>Posts affected</b>
<b>1. WHOLE SCHOOL/POST HOLDER INFORMATION</b>			
1.4. Type of post	Change(s) to the allocation of responsibilities for formally deputising for the Headteacher amongst DHTs in the school.  Change(s) in number of schools in which Headteacher posts have responsibilities.  Change(s) in number of schools in which other posts have responsibilities.	A  A  B	DHTs  HT  DHT/PT
1.9. Type of establishment	The addition or removal of an SEN Unit/Classes or the addition or removal of a Nursery Unit/Classes	A	HT
1.10. School Roll (based on the September census of the previous school year)	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 100 pupils, <b>or</b> +/- 10% of the school roll on which the last job sizing was based;</li> </ul> which leads to a change in the school roll band in the job sizing toolkit.	A	All
1.11. Numbers of staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 10 FTE staff, <b>or</b> +/- 15% of the numbers of FTE staff on which the last job sizing was based.</li> </ul>	B	HT/DHT
1.12. % of children registered for free school meals	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 10% of the total numbers of pupils in the school;</li> </ul> which leads to a change in the free school meals band in the job sizing toolkit.	B	All
1.13. Size of school budget	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- £100,000, <b>or</b> +/- 20% of the regular annual revenue budget on which the last job sizing was based;</li> </ul> which leads to a change in the whole school budget band in the job sizing toolkit.	B	HT
1.14. Physical nature of school	Becoming or ceasing to be a multi-site school  Change(s) consisting of +/- 100 pupils transported into school	B  C	HT/DHT  HT/DHT

<b>Question</b> <i>as set out in the job sizing questionnaire</i>	<b>Change in responsibilities</b> <i>either increases or decreases</i>	<b>Type of change</b>	<b>Posts affected</b>
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## **2. RESPONSIBILITY FOR THE LEADERSHIP, GOOD MANAGEMENT AND STRATEGIC DIRECTION OF COLLEAGUES**

2.1. Direct line management responsibility for teaching staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 3 FTE teaching staff;</li> </ul> which leads to a change in the teaching staff FTE band in the job sizing toolkit.	A	DHT/PT
2.2. Direct line management responsibility for other staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 3 FTE other staff;</li> </ul> which leads to a change in the band in the other staff FTE band job sizing toolkit.	A	DHT/PT
2.3. Accountability for budgets	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- £5,000, <b>or</b> +/- 20% of the regular annual revenue budget on which the last job sizing was based;</li> </ul> which leads to a change in the budgets band in the job sizing toolkit.	B	DHT/PT
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.	C	All

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

3.1. To review the CPD needs, career development and performance of colleagues	None required – covered by 2.1 and 2.2 above.	Not applicable	DHT/PT
3.2. To produce <b>and</b> 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.	C	DHT/PT
3.3. To develop the curriculum and monitor learning and teaching	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 5 classes.</li> <li>+/- 1 subject, <b>or</b> +/- 2 NQLs</li> </ul>	B C	All All
3.4. Other formal curricular / management responsibilities	The addition or removal of whole school responsibility for learning/behavioural support. The addition or removal of any other responsibility listed in <b>question 3.4</b>	A B	DHT/PT DHT/PT
3.5. Timetabled teaching time per week	+/- 10 hours +/- 5 hours	B C	All All

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#### 4. RESPONSIBILITY FOR WHOLE SCHOOL POLICY AND IMPLEMENTATION

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.	C	DHT/PT
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.  Change(s) to formal guidance responsibility consisting of +/- 25 pupils in the guidance caseload which leads to a change of: <ul style="list-style-type: none"> <li>• 2 bands in the job sizing toolkit</li> <li>• 1 band in the job sizing toolkit.</li> </ul>	C  B C	DHT/PT  DHT/PT DHT/PT
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.	C	DHT/PT

#### 5. RESPONSIBILITY FOR WORKING WITH PARTNERS

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.	C	DHT/PT
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.	C	DHT/PT
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.	C	DHT/PT