

Council _____
 Type of post _____
 Name of post _____
 Post holder _____

2. Council population/deprivation

3. Staff management responsibilities _____

4. Financial information

total _____

Salary point _____

Council _____

Name of post

Post holder	
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Type of post

Principal ☐Depute ☐

☐ Tick the box if the council has more than one depute post

Enter the number of depute posts

Enter the 0 to 24 population band for the council

☐ 0 to 10,000☐ 10,001 to 20,000☐ 20,001 to 30,000☐ 30,001 to 50,000☐ 50,001 to 75,000☐ 75,001 to 100,000☐ 100,001 to 120,000☐ 120,001 and above

Enter the band for the percentage of children registered for free school meals in the council

☐ 0% to 10%☐ 11% to 20%☐ 21% to 30%

☐ 31% and above

(3) STAFF MANAGEMENT RESPONSIBILITIES

Enter the band for the number of educational psychologists (including educational psychologists in training (EPiTs) for which the post is responsible

- ☐ None
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ 11 to 15
- ☐ 16 to 20
- ☐ 21 to 30
- ☐ 31 and above

Enter the band for the number of other staff for which the post is responsible

- ☐ None
- ☐ 1 to 3
- ☐ 4 to 6
- ☐ 7 to 9
- ☐ 10 to 12
- ☐ 13 to 15
- ☐ 16 and above

(4) FINANCIAL RESPONSIBILITIES

Enter the amount of budget for which the post is responsible

- ☐ None
- ☐ £1 to £20,000
- ☐ £20,001 to £40,000
- ☐ £40,001 to £60,000
- ☐ £60,001 to £80,000
- ☐ £80,001 to £100,000
- ☐ £100,001 and above

GUIDANCE NOTES

1. Post holder information	<p>Enter the type of post.</p> <p>If there is more than one depute in the council tick the box and enter the number of depute posts. For example, if your council is split into two areas, each of which is managed by a depute tick the box and enter 2.</p>
2. Council population/deprivation	<p>Enter this information for the council. If you are job sizing a principal post, and the council is split between a number of principals, divide the population by the number of principals and tick the box for the band into which the divided population falls.</p>
3. Staff Management Responsibilities	<p>Include all staff for whom the post holder has direct and indirect line management responsibility. Line management responsibility means overall responsibility for the work carried out by staff. Where staff are part time, include the numbers of staff on a full time equivalent basis.</p> <p>For example, if a principal psychologist directly manages a depute, who in turn manages a team of 2 full time and 1 three-day-a-week educational psychologist, enter 3.6 for the Principal and 2.6 for the Depute.</p> <p>If the numbers calculated fall between bands round up to the nearest whole number.</p> <p>Educational psychologists in training (EPiTs) should be included as educational psychologists and not as other staff.</p>
4. Financial responsibilities	<p>Enter the band for the amount of regular annual budget for which the post holder is responsible. Principal educational psychologists are generally responsible for the whole council budget for psychological services, even if parts of this budget are delegated to deputes. The budget figure used should exclude:</p> <ul style="list-style-type: none"> • salary and salary-related costs for permanent staff. (however, training and professional development costs and costs of temporary staff, if their numbers are not included as staff managed, should be included); • costs relating to buildings and property; • costs of educational placements; and • budgets for capital expenditure or special one-off funding.