

**EAST RENFREWSHIRE LNCT AGREEMENT****JOB SIZING PROTOCOL****New Posts Not Previously Sized**

1. Where a new post is being sized, the questionnaire should be completed by the head teacher and signed off by the head teacher.
2. The completed questionnaire should be sent to the personnel section. A job description should accompany each questionnaire.
3. The questionnaire and job description will be passed to the TS Coordinator for checking, and validating where appropriate.
4. At a mutually agreeable time the MS Coordinator and TS Coordinator will jointly carry out the job sizing using the tool kit.
5. A copy of the job sizing questionnaire should be provided to new post holders.

**Reviewing Posts Previously Sized**

1. A review will only take place if the criteria contained in SNCT/28 are met.
2. Where a post is being reviewed, either at the request of the authority or of the post holder, a new questionnaire will be completed by the postholder and signed off by the head teacher.
3. The completed questionnaire should be sent to the personnel section. A job description should accompany each questionnaire.
4. The questionnaire and job description will be passed to the TS Coordinator for checking, and validating where appropriate.
5. At a mutually agreeable time the MS Coordinator and TS Coordinator will jointly carry out the job sizing using the tool kit.
6. The postholder and the head teacher will be informed of the outcome of the review.

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