

# Application For A Review of Job Size: Guidance For Teachers

## 1 Introduction

Applications for a review of the job size of a substantive promoted post (principal teacher, deputy head teacher or head teacher) will be eligible if they met the national criteria laid down in circular SNCT/28. A copy of this is available in all schools and teachers will require to refer to the circular in order to determine whether or not a post qualifies for review.

The main opportunity to apply for a review is in June with any resultant changes being effective from 1 August. In exceptional circumstances an application may be accepted in December with changes applying from 1 February. Teachers can apply for a review only once within a 12 month period.

In addition to postholders requesting reviews, the education services department can also request or instigate a review and postholders would be informed of this.

There are five possible outcomes of a job sizing review and these are listed below (Outcome of a Review).

## 2 Steps in the Process

1. Initial Discussion between postholder and Head Teacher (or Head Teacher and the Head of Personnel where review is requested of head teacher job size) to determine if there would seem to be scope for review of job size. The postholder will be given a job sizing review pack consisting of circular SNCT/28 with a job sizing questionnaire and guidance notes, and application form.
2. Completion of application form and job sizing questionnaire

3. Validation of the application form by the head teacher (or head of personnel where the review of head teacher job size is being considered)
4. Consideration will be given to whether any elements which are included for the first time in the job sizing questionnaire have a possible impact on the job size of another promoted post.
5. Two job sizing co-ordinators, including one nominated by the Teachers' side of the LNCT will validate the new questionnaire and apply the job sizing toolkit to determine the job size score.
6. The postholder will be informed of the outcome, including new salary point.

## 3 Use of Circular SNCT/28

Circular SNCT/28 breaks down the questions in the job sizing questionnaire into 3 categories:

Category A	Major changes
Category B	Intermediate changes
Category C	Minor changes

To be eligible, changes in responsibilities since the last job sizing took place must show:

**At least one "A" change**

Or

**At least one "B" plus two "C" changes**

Or

**At least two "B" changes**

Or

**At least four "C" changes**

## 4 Outcome of a Review

There are five possible results of a review:

1. There is no change to the job size score and therefore no change to salary

2. There is an increase in the job score, but no increase in salary as the score is in the same post range as before
3. There is an increase in the job score and an increase in salary
4. There is a decrease in the job score, but no decrease in salary as the score is in the same post range as before
5. There is a decrease in the job score and a reduction in salary, in which case the relevant conservation rules will apply.



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**This Policy has been agreed by the Glasgow LNCT and approved by the Education Services Committee**



# Application for a Job Sizing Review

## Section 1: Your Details

Your Name	
Your Post Title	
Your School	
The Date of Your Last Job Sizing	

## Section 2: Criteria for Review

Using SNCT/28 you need to show that changes to your responsibilities involve at least:

one "A" change OR

one "B" change plus two "C" changes OR

two "B" changes OR

four "C" changes

Please tick the relevant question numbers below to show the changes. The question numbers are taken from the job sizing questionnaire and the table shows which posts are affected by each question. Sometimes the same question appears in several categories. This may happen because different parts of the question have been categorised differently or the impact is different for different posts.

"A" Changes			"B" Changes			"C" Changes		
1.4 (formal)	DHT		1.4 (no. of schools)	DHT/PT		1.14 (transport)	HT/DHT	
1.4 (no. of schools)	HT		1.11	HT/DHT		2.4	All	
1.9	HT		1.12	All		3.2	DHT/PT	
1.10	All		1.13	HT		3.3 (subjects & Nos)	All	
2.1	DHT/PT		1.14 (multi-site)	HT/DHT		3.5 (5h)	All	
2.2	DHT/PT		2.3	DHT/PT		4.1	DHT/PT	
3.4 (LS or BS)	DHT/PT		3.3 (classes)	All		4.2 (No. of entries)	DHT/PT	
			3.4 (not LS or BS)	DHT/PT		4.2 (1 band)	DHT/PT	
			3.5 (10h)	All		4.3	DHT/PT	
			4.2 (2 bands)	DHT/PT		5.1	DHT/PT	
						5.2	DHT/PT	
						5.3	DHT/PT	

Applicant's Signature: \_\_\_\_\_ Head Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please return your fully completed job sizing questionnaire along with this form.)