

## Local Negotiating Committee for Teachers – Agreement No.15

### Procedures for Job Sizing of Promoted Posts

Agreed at LNCT – 24 May 2011

Reviewed in October 2014 – Submitted to LNCT – 16 December 2014

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#### 1. INTRODUCTION:

- 1.1 In line with the Scottish Negotiating Committee for Teachers (SNCT) Conditions of Service (Part 2 Appendix 2.2), all promoted posts (principal teacher, depute head teacher or head teacher) are 'job sized' with promoted teachers placed on an appropriate salary point as determined by the job sizing process.
- 1.2 This agreement sets out the Council's procedures in terms of initiating and conducting job sizing.

#### 2. INFORMATION/DATA FOR JOB SIZING

- 2.1 All job sizing will be carried out using the agreed toolkit. The job sizing process is based on a Job Sizing Questionnaire which captures information on the responsibilities of the post, and whole school data information which is provided by the Council.
- 2.2 Before undertaking the job sizing the job sizing co-ordinators must have whole school data on:
- School roll (figures from previous census)
  - Number of promoted staff (figures from previous census)
  - Number of unpromoted staff (figures from previous census)
  - Number of support staff (figures from previous census)
  - Size of school budget (provided by Finance )
  - Percentage of free school lunch entitlement
  - Number of pupils entitled to free school transport
  - Number of classes
- 2.3 No post will be job sized without a completed Questionnaire. To assist Head Teachers/Managers and post holders in completing the job sizing questionnaire, the undernoted documents can be sent out electronically from the Education Staffing Section, or can be downloaded here: [www.snct.org.uk](http://www.snct.org.uk)

- Job Sizing Questionnaire
- Guidance notes on completing Questionnaire
- Grid which shows which part of the Questionnaire to complete depending on the promoted post being job sized.

2.4 The completed Questionnaire must be signed by the post holder (where there is one) and the Head Teacher. (Requests will not be accepted if submitted on the job sizing toolkit).

### 3. **JOB SIZING CRITERIA**

3.1 Job sizing will be carried out in the following circumstances:

- Newly created post
- Vacant post
- Re sizing review sought either by Council or post holder

### 4. **PROCEDURE**

#### Newly Created Post

4.1 New posts are posts which have not previously existed within the school, but exist in the agreed management structure for the school. The requirement for a new post must have been discussed and approved by the Executive Director/Head of Service in the first instance.

4.2 The Questionnaire should be completed by the Head Teacher and returned to the Education Staffing Section to arrange for the post to be job sized.

#### Vacant Post

4.3 When a promoted post vacancy arises the Head Teacher should inform the Staffing Section as promoted posts may require to be job sized prior to advertising. Where the post does require to be job sized it will **not** be advertised until this has happened.

4.4 The job sizing questionnaire should be completed by the Head Teacher (the departing post holder may assist in completion of the form) and returned to the Staffing Section. Arrangements will then be made for the post to be job sized. Under normal arrangements a new post will not be reviewed within a 12 month period

4.5 Where there has been no change to the remit of the post/school roll and it has been job sized within the previous 12 months there will be no requirement for job sizing.

4.6 Where a post is vacant as a result of early release of the previous postholder, and the release was approved due to a saving being demonstrated, the post will not be reviewed until the saving period has expired.. The exception would be where the grade is changed as a result of an increase in school roll.

## Re-sizing Review (requested by Council or Post holder)

- 4.7** Job sizing will be required when either the post holder or Council requests a review.

### **(1) Request of the Post Holder**

- 4.7.1** There are two points in the year when personal re-sizing is considered – June and December. If an application is received outwith these times, it will be held until the next scheduled date of review.
- 4.7.2** Where a promoted post holder can demonstrate that the review criteria are met (the SNCT review criteria is outlined in Part 2 Appendix 2.3 Annex A of the SNCT Handbook) since the last job sizing post they should discuss this with the Head Teacher to determine whether there seems to be scope for review of job size.
- 4.7.3** The Head Teacher should complete the pro-forma which indicates changes in relation to the previous job sizing form and whether they are an A, B, or C change (Appendix 1) and forward this to the Education Staffing Team. The proforma will be considered by the Job Panel and if the criteria are met, the post holder will be asked to complete a new job sizing questionnaire in full, prior to the appropriate review date. The questionnaire will be signed by the post holder and the Head Teacher.
- 4.7.4** The Education Staffing Section will make the necessary arrangements for the Questionnaire to be considered by the Job Sizing Panel who will process this through the toolkit.
- 4.7.5** The Panel meets to consider requests in June and December. The Panel will review the pro-forma and questionnaire, and where the Panel agree that review criteria are met the post will be processed through the job sizing toolkit. The post holder and Head Teacher will be informed by letter of the outcome.
- 4.7.6** For applications considered in June any change to salary will be effective from 1 August. For applications considered in December any change will be effective from 1 February.
- 4.7.7** Where review criteria are not met, the post holder and Head Teacher will be informed by letter that the application will not be considered and will be advised of the reason this decision has been made.

### **(2) Council Initiated – School Roll and Job Sizing Review**

- 4.7.8** The main reason that a whole school will be job sized is the roll of the school.
- 4.7.9** Roll change by +/- 100 pupils, or by +/- 10% of the roll on which the last job sizing was based and this leads to a change in the school roll band.

This is termed an “A” change which means that all promoted posts can be re job sized.

**4.7.10** A re job sizing of a school based on the change of roll will only take place if it can be shown that the projected increase or decrease will hold over the next 3 years..

**4.7.11** The completed Questionnaires should be returned to the Education Staffing Section who will make the necessary arrangements for this to be considered by the Job Sizing Panel.

## **5. JOB SIZING PANEL/CO-ORDINATORS**

**5.1** The Council has trained Job Sizing Co-Ordinators from both management and trade union sides. The Council will ensure that at least 2 management side and 2 trade union staff are available to job size promoted posts.

**5.2** The role of the Job Sizing panel is to work together to ensure that the job sizing process is efficient, fair and transparent. The panel will consist of a Job Sizing Co-ordinator from management side and the trade union side.

**5.3** The Education Staffing Section makes the arrangements for Panels to be scheduled and for the Panel Members to be provided with the completed Questionnaires. The Panel will:

- consider all applications for Review of Job Size using the SNCT Review Criteria and confirm that the re-sizing criteria have been met.
- Where criteria have been met arrange for the post holder and Head Teacher to attend a Job Sizing Panel meeting, if required. At this meeting a review of the post will be undertaken using the Job Sizing Toolkit.
- Provide the Education Staffing Team with the outcome of the review to enable them to:
  - Notify the post holder and relevant Head Teacher of the outcome of the review in writing.
  - Process necessary paperwork to alter salary, if necessary.
  - Update the database detailing job sizing results.
  - Provide a report to LNCT on outcomes.

## **6. OUTCOME OF A JOB SIZING EXERCISE**

**6.1** There are 5 possible outcomes of a re-job sizing exercise:

1. No change to the job size score and therefore no change to salary.
2. Increase in the job size score, but no increase in salary as the score is in the same post range as before.
3. Increase in the job size score, increase in salary point and increase in salary.
4. Decrease in the job size score, but no decrease in salary as the score is in the same post range as before.

5. Decrease in the job size score, a decrease in salary point and a decrease in salary.

#### Implications for Salary

- 6.2 For applications considered at end June changes to salary will be effective from 1 August. For applications considered in December changes will be effective from 1 February.
- 6.3 Where the outcome results in a decrease in salary national arrangements for salary conservation will apply.

#### **7. APPEAL**

- 7.1 If the post holder or Council wishes to appeal the results of the job sizing or the decision not to resize the post then an appeal must be submitted to the Executive Director of Educational Services within 10 working days of the date notification of outcome is received.
- 7.2 The Appeal will be considered by 2 different Job Sizing Co-Ordinators. The outcome from the Appeal Panel will be final and will be confirmed in writing to all parties

## APPLICATION FOR A JOB SIZING REVIEW

SECTION 1 – EMPLOYEE DETAILS			
<b>Name:</b>		<b>Post Title:</b>	
<b>School:</b>		<b>Date post was last job sized</b>	

SECTION 2 – CRITERIA FOR REVIEW
<p>In line with SNCT guidelines you need to show that changes to your responsibilities involve at least:</p> <ul style="list-style-type: none"> <li>One 'A' change OR</li> <li>One 'B' change plus two 'C' changes OR</li> <li>Two 'B' changes OR</li> <li>Four 'C' changes</li> </ul>

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.

'A' Change			'B' Change			'C' Change		
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 establishment	HT		1.12	All		3.2	DHT/PT	
1.10 roll	ALL		1.13	HT		3.3 (subject & Nos.)	All	
2.1 staff	DHT/PT		1.14 (multi-site)	HT/DHT		3.5 (5 h)	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 Signature** ..... **Date:** .....

**Head Teacher Signature** ..... **Date:** .....

