



**SOUTH AYRSHIRE COUNCIL**

**JOINT NEGOTIATING  
COMMITTEE FOR TEACHERS  
(Other non devolved matters)**

**Job Re-Sizing Guide  
(JNCT 2.1)**

## **Background**

This agreement should be read in conjunction with SNCT 28 which states that a review of the size of a promoted post can be initiated by either individual post holders or by the Local Authority at two points of the year.

This process should not take place unless there is a substantive change to the post which will have a high likelihood of the review resulting in a change in job size score. A brief review criteria guide is attached.

In normal circumstances, a post can only be reviewed once in any twelve-month period.

## **Review Process**

South Ayrshire Council will normally write to all schools seeking requests for re-sizing as follows :

- Last week of May in each year with the revised salary taking effect from 1 August of the same year. Teachers requesting the review must follow the process outlined below and return the completed questionnaire by the last day of term in June.
- First week of December each year with the revised salary taking effect from 1 February of the following year. Teachers requesting the review must follow the process outlined below and return the completed questionnaire by the last working day in December.

Where a post holder believes a review is appropriate they should initially discuss this with their head teacher. Where the Authority triggers the review discussion will take place with the post holder, the head teacher and where appropriate the employee trade union or other representative. If it is agreed that such a review should take place, the postholder, and other affected postholders, require to complete a new job sizing questionnaire and submit this to the Director of Educational Services. This questionnaire will then be passed to the Job Sizing Co-ordinators for processing.

It should be noted that a substantial change which triggers a re-sizing of one post may have a similar or detrimental effect on another post which would require both posts to be sized eg a management responsibility is transferred from one member of staff to another, both posts would require to be re-sized.

South Ayrshire Council reserve the right to undertake a review of the size of any vacant promoted post prior to advertising at any point in the year.

## **Salary Conservation**

The new salary for the post will become effective as of 1 August or 1 February ie If a post holder is sized at a lower salary than that currently held the salary change will take effect from either 1 August or 1 February of the year the review was undertaken.

The exception to this will be where a teacher is already on a lifetime conserved salary as a result of the post being downsized at 1 August 2003 in which case the lifetime preservation will remain in force.

## **Whole School Data**

The whole school data used to job size the post will be that which is available from the most recent census date eg those requesting resizing in May will have the data from the September of the previous year taken into account and those requesting resizing in December will have the data from the September census date of that calendar year taken into account. Current whole school data and data from the original job sizing exercise will be provided to schools in order to enable comparisons.

## REVIEW CRITERIA

**Criteria A** – Any one of the factors shown below will automatically lead to a review :

<u>Question</u>	<u>Reason for Change</u>	<u>Posts Affected</u>
1.4	Change to DHT who formally deputises for HT Change in number of schools HT is responsible for	DHT HT
1.9	Addition/removal of SEN or Nursery Unit/class	HT
1.10	Plus/Minus 100 pupils if changes roll banding placement	ALL
2.1	Plus/minus 3 teaching staff if this results in a change in FTE band	DHT/PT
2.2	Plus/minus 3 other staff if this results in a change in FTE band	DHT/PT
3.4	Addition/removal of whole school responsibility for Learning or Behaviour Support	DHT/PT

**Criteria B** – Must have two B's **or** one B and two C's to qualify for a review

1.4	Change in no of schools DHT and PT hold responsibility for	DHT/PT
1.11	Plus/minus 10 fte staff or plus/minus 15% of FTE staff since last job sizing	HT/DHT
1.12	Plus/minus 10% of pupils registered for free meals if this results in a change to the band since last job sizing	ALL
1.13	Plus/minus £100,000 <b>or</b> plus/minus 20% of the budget used when last sizing post if this leads to a change in the whole school budget band	HT
1.14	Becoming or ceasing to be a multi site school	HT/DHT
2.3	Plus/minus £5,000 <b>or</b> plus/minus 20% of the budget used when last sizing post if this leads to a change in the whole school budget band	DHT/PT
3.3	Plus/minus 5 classes for which you develop and monitor learning and teaching	ALL
3.4	Addition/removal of an area of formal curricular or management responsibility	DHT/PT
3.5	Plus/minus 10 hours timetabled teaching per week	ALL
4.2	Plus/minus 25 pupils in guidance caseload which leads to a change of <b>two</b> bands in the job sizing toolkit	DHT/PT

**Criteria C** – Must have four C's to lead to a review **or** one B and two C's to qualify for a review :

1.14	Plus/minus 100 pupils entitled to transport to school(s)	HT/DHT
2.4	Change in responsibilities (no of boxes ticked) for health and safety	ALL
3.2	Change in level of responsibility for school development plan	DHT/PT
3.3	Plus/minus one subject or two NQL's for which you develop and monitor learning and teaching	ALL
3.5	Plus/minus 5 hours timetabled teaching per week	ALL