

Scottish Negotiating Committee for Teachers

COSLA
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5XZ
Tel: 0131 474 9200
Fax: 0131 474 9292
Email: dan@cosla.gov.uk

Teachers' Panel
46 Moray Place
Edinburgh
EH3 6B
Tel: 0131 225 6244
Fax: 0131 220 3151
Email: kwimbor@eis.org.uk

Scottish Executive
Education Department
Teachers & Schools Division
2-A North Victoria Quay
Edinburgh
EH6 6QQ
Tel: 0131 244 0230
Fax: 0131 244 0957
Email: stephanie.walsh@scotland.gsi.gov.uk

4 April 2003

Dear Colleague

SNCT/24 **Job Sizing**

1. The Agreement "A Teaching Profession for the 21st Century" contained a commitment to size the jobs of all promoted staff in schools (Principal Teachers, Deputes and Headteachers).
2. The SNCT has now reached agreement on the job sizing toolkit and the weightings within the toolkit, the allocation of job size points to the new pay scales as at 1 August 2003 and the information that will be available to promoted postholders following the job sizing exercise.
3. The toolkit is based on a questionnaire issued to promoted postholders. The questionnaire seeks information on a number of factors and the toolkit then allocates a score based on that information. These scores are weighted according to other factors such as numbers of staff managed, responsibility for budget, school roll and, where applicable, deprivation. The questionnaire is shown at Appendix 1.
4. Local Authorities will need to ensure that a completed questionnaire has been submitted for all postholders covered by the job sizing scheme. The new pay scales are effective from 1 August 2003. The allocation of job size scores to new pay scales is shown at Appendix 2.
5. Local Authorities will supply promoted postholders with information about their scores in each section of the toolkit, these being responsibility for
 - the Leadership, Good Management and Strategic Direction of Colleagues
 - Curriculum Development and Quality Assurance
 - Whole School Policy and Implementation
 - Working with Partners

a total score and a salary based on total score. Where applicable promoted postholders will also be advised of their conserved salary level.

6. The SNCT will issue further advice on related issues including the criteria for job re-sizing and issuing the job sizing software.

Yours sincerely

Dan Brown (Employers' Side)
Ken Wimbor (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

To: Chief Executives
Directors of Education
Directors of Personnel

Copy: Directors of Finance