



## LNCT 14 – Job-sizing Protocol and Appeal Procedure

**December 2018**

The Scottish Negotiating Committee for Teachers (SNCT) has reached agreement on the method to be used in determining the appropriate remuneration for promoted posts. The means by which this is determined is known as the “toolkit”. The toolkit measures a number of factors and the overall score (job-sizing points) is used to identify the appropriate point on the pay scale for each post. This information is made available to promoted post holders when a post is sized. The information and guidance on job-sizing, and job-sizing reviews, for promoted posts is to be found in the [SNCT Handbook , Part 2, Appendix 2.2](#), including [Annex A](#) and [Annex B](#); [Appendix 2.3](#) including [Annex A](#).

This agreement sets out the procedures to be followed when promoted posts in Primary, Secondary and Special schools are to be job-sized or a job-sizing review is planned.

### **Job-sizing Process**

#### New Posts

New posts are defined as posts that have not previously existed in a school but exist in the management structure agreed for the school, unless circumstances affecting the school change.

When a new promoted post has been approved, it will be job-sized using the toolkit. Head Teachers will be asked to complete the job-sizing questionnaires for any new post, and they will liaise directly with the job-sizing coordinators.

Education Services and the head teacher will be informed of the relevant pay point for the new post. Once a new post is job-sized, the normal recruitment procedures will apply.

### Vacancies

When an existing post becomes vacant, and the requirements set out in Table 1 below are met, a job-sizing review should take place before the beginning of any recruitment process. If there is no requirement for a job-sizing review to take place, then the normal recruitment procedures will apply.

If a job-sizing review is required, then the process will be:

- a) For the posts of Depute Head Teacher (DHT) and Principal Teacher (PT), the completed job-sizing questionnaires should be signed by the Head Teacher and forwarded directly to the job-sizing coordinators.
- b) For Head Teacher (HT) posts, completed job-sizing questionnaires should be forwarded to the Head of Education.
- c) The job-sizing coordinators will arrange to meet with the Head Teacher for the purpose of reviewing questionnaires and signing off the process. In reviewing the questionnaires, the coordinators will consider all relevant data and any potential impact on other promoted posts within the school. Any anomalies will be discussed and resolved at this stage with the Head Teacher of the school or with the Head of Education in the case of a HT post.
- d) Successful post holders can request access to the relevant previous job-sizing questionnaires.

### **Initiating a Review**

In accordance with the SNCT Handbook, Part 2, [Appendix 2.3](#) and its [Annex A](#), a job-sizing review for any promoted post can be initiated at the request of the post holder or Education Services. Where a post holder believes a review appears appropriate, they should initially discuss this with their Head Teacher.

There are two occasions during the year identified for the purpose of reviewing posts. These are: i) at, or around, the end of the school session with implementation from 1<sup>st</sup> August in that year and ii) December with implementation from 1<sup>st</sup> February the following year.

A post will only be reviewed once in any twelve-month period. Where Education Services believes there is a need for a review, this will be discussed with the post holder.

The headings set out in Table 1 below outline what has to happen prior to a review of any post taking place. Full details of the criteria can be found in the SNCT Handbook Part 2, [Appendix 2.3: Annex A](#).

Table 1

|                 |   |
|-----------------|---|
| Type A changes: | automatic review  |
| Type B changes: | requires at least one other type B change or two other changes of Type C before a review can take place |
| Type C changes: | requires three other changes of Type C before a review can take place                                   |

When the criterion for a review has been met the post holder, in all cases, will complete a new job-sizing questionnaire. The completed questionnaire should then be signed off by the Head Teacher, or head of education when a HT post is being reviewed, and validated by the job-sizing coordinators. The completed questionnaire will then be processed through the toolkit.

Once the job-sizing questionnaire has been processed through the toolkit, the result will be sent to the post holder, Head teacher and Education Services. The Council's Finance Department will also be informed of any resulting changes in the salary point.

## Job-sizing Appeal Hearing Procedures

1. A member of the Education Directorate and a trade union representative nominated by the Teachers' Side of the LNCT will jointly chair the Appeals Panel. Individual hearings should normally last no more than thirty minutes.
2. The appellant will present her/his case and produce, if they desire, supporting evidence.
3. The job-sizing coordinator(s) with responsibility for the job-sizing exercise will present their case.
4. Both the appellant and the job-sizing coordinator(s) will have the right to ask questions of each other.
5. The joint chairs hearing the appeal may ask questions of both parties at any stage.
6. Both the appellant and the job-sizing coordinator(s) will be given the opportunity to sum up, introducing no new material.
7. The appellant and the job-sizing coordinator(s) will then leave the hearing.
8. The joint chairs will then consider the evidence in private.
9. The appellant will be notified of the outcome of the appeal, normally within 5 working days of the hearing. If for any reason this timescale cannot be met, the appellant will be informed why, and a new timescale agreed.
10. If the appellant is unhappy with the outcome of the appeal, they may make a final appeal on this to the SNCT.