

# Scottish Negotiating Committee for Teachers

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Dear Colleague

## **SNCT/37**

### **Job Sizing – Principal and Depute Principal Educational Psychologists**

1. The SNCT has reached agreement on the job sizing toolkit, weightings within the toolkit and the allocation of job size points to the pay scales set out in SNCT/30.
2. Job Sizing shall apply to Principal and Depute Principal Educational Psychologists only, as set out in SNCT/30.
3. Local Authorities will complete the questionnaire which relates to population, deprivation, the numbers of staff managed and budget. The completed questionnaire will be passed to the post holder to countersign. The questionnaire is shown as Appendix 1.
4. The questionnaire will be returned to job sizing coordinators to be validated. The job sizing coordinators will be drawn from job sizing coordinators appointed by the authority and by the teachers' side, LNCT, in accordance with current arrangements.
5. Once the questionnaire has been validated the authority will score the post and notify the post holder in writing of the outcome, detailing the score, salary point and, where relevant, conservation arrangements. The outcome shall apply from 1 April 2004 in accordance with SNCT/30.
6. The LNCT should use established appeals procedures to deal with any disputes between a post holder and the authority on information provided.
7. Posts will be subject to resizing if any change in responsibilities results in a change in the banding in any section of the questionnaire.
8. Appendix 2 shows the allocation of job size scores to salary points.

Yours sincerely

Lynne Dickson (Employers' Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Executive)

### **Joint Secretaries**

To: Chief Executives  
Directors of Education  
Directors of Personnel  
Copy: Directors of Finance

## Job Sizing Questionnaire Principal and Depute Principal Psychologists

### RESULTS

Local authority \_\_\_\_\_  
 Type of post \_\_\_\_\_  
 Name of post \_\_\_\_\_  
 Post holder \_\_\_\_\_

Job size  
 2. Council population/deprivation \_\_\_\_\_  
 3. Staff management responsibilities \_\_\_\_\_  
 4. Financial information \_\_\_\_\_  
*total* \_\_\_\_\_

Salary point \_\_\_\_\_

### (1) POST HOLDER INFORMATION

Local authority   
 Name of post   
 Post holder

Type of post  
 Principal   
 Depute

Tick the box if the local authority has more than one Depute post  
 Enter the number of Depute posts

### (2) COUNCIL POPULATION/DEPRIVATION

Enter the 0 to 24 population band for the local authority

- 0 to 10,000
- 10,001 to 20,000
- 20,001 to 30,000
- 30,001 to 50,000
- 50,001 to 75,000
- 75,001 to 100,000
- 100,001 to 120,000
- 120,001 and above

Enter the band for the percentage of children registered for free school meals  
 in the local authority

- 0% to 10%
- 11% to 20%
- 21% to 30%
- 31% and above

**(3) STAFF MANAGEMENT RESPONSIBILITIES**

Enter the band for the number of Educational Psychologists (including Educational Psychologists in Training (EPiTs) for which the post is responsible

- None
- 1 to 5
- 6 to 10
- 11 to 15
- 16 to 20
- 21 to 30
- 31 and above

Enter the band for the number of other staff for which the post is responsible

- None
- 1 to 3
- 4 to 6
- 7 to 9
- 10 to 12
- 13 to 15
- 16 and above

**(4) FINANCIAL RESPONSIBILITIES**

Enter the amount of budget for which the post is responsible

- None
- £1 to £20,000
- £20,001 to £40,000
- £40,001 to £60,000
- £60,001 to £80,000
- £80,001 to £100,000
- £100,001 and above

## GUIDANCE NOTES

<b>1. Post holder information</b>	Enter the type of post.  If there is more than one Depute in the local authority tick the box and enter the number of Depute posts. For example, if your local authority is split into two areas, each of which is managed by a Depute tick the box and enter 2.
<b>2. Council population / deprivation</b>	Enter this information for the local authority. If you are job sizing a Principal post, and the local authority is split between a number of Principals, divide the population by the number of Principals and tick the box for the band into which the divided population falls.
<b>3. Staff Management Responsibilities</b>	Include all staff for whom the post holder has direct and indirect line management responsibility. Line management responsibility means overall responsibility for the work carried out by staff. Where staff are part time, include the numbers of staff on a full time equivalent basis.  For example, if a Principal Psychologist directly manages a Depute, who in turn manages a team of 2 full time and 1 three-day-a-week Educational Psychologist, enter 3.6 for the Principal and 2.6 for the Depute.  If the numbers calculated fall between bands round up to the nearest whole number.  Educational Psychologists in Training (EPiTs) should be included as Educational Psychologists and not as other staff.
<b>4. Financial responsibilities</b>	Enter the band for the amount of regular annual budget for which the post holder is responsible. Principal Educational Psychologists are generally responsible for the whole local authority budget for psychological services, even if parts of this budget are delegated to Deputes. The budget figure used should exclude: <ul style="list-style-type: none"><li>- salary and salary-related costs for permanent staff. (however, training and professional development costs and costs of temporary staff, if their numbers are not included as staff managed, should be included)</li><li>- costs relating to buildings and property</li><li>- costs of educational placements</li><li>- budgets for capital expenditure or special one-off funding.</li></ul>

Allocation of Job Size Points to Salary Points  
Principal and Depute Principal Psychologists

Job Size Score from	to	Salary Point	Salary with effect from 01.04.04
0	25	1	44,790
26	47	2	45,651
48	69	3	46,554
70	91	4	47,448
92	113	5	48,345
114	135	6	49,221
136	157	7	50,106
158	179	8	51,009
180	and over	9	51,912