

Stirling Council: Schools, Learning and Education

LNCT Agreement 4: Protocol for Job-Sizing of Promoted Posts

Introduction

The Scottish Negotiating Committee for Teachers (SNCT) reached agreement on the method to be used in determining the appropriate remuneration for promoted posts. The means by which councils evaluate posts is known as the 'toolkit'. The toolkit measures a number of factors when determining the weightings for a post and the overall score (job-sizing points) is used to identify the appropriate point on the pay scale. This information is made available to promoted post holders when a post is job-sized.

The SNCT Handbook, Part 2 – Appendices 2.2-2.4, http://www.snct.org.uk/wiki/index.php?title=Table_of_Contents, details the information required for job-sizing posts and provides comprehensive guidance for the completion of the job-sizing questionnaire.

This document sets out the procedures to be followed when promoted posts in secondary, primary and special establishments are to be job-sized or re-sized and will be known as the Protocol for Job-Sizing of Promoted Posts. This protocol has been agreed with the teaching unions and is in keeping with the requirements of the 21st Century Agreement and SNCT circulars.

Job-Sizing Process

1. Job-Sizing Group

- a) The Job-Sizing Group (JSG) consist of trained job-sizing co-ordinators from Schools, Learning and Education (SLE) management, teachers' trade union representatives and HR advisers.
- b) Job-sizing co-ordinators must have received training from SNCT trainers.
- c) A minimum of three job-sizing co-ordinators (one management, one teachers' side and one HR) will be involved in any job-sizing or review.
- d) The role of the JSG is to work together to ensure that the job-sizing process is efficient, fair and transparent.
- e) The JSG are tasked with:
 - Considering applications for job-sizing review and using the SNCT Review Criteria to decide whether re-job-sizing of a post is necessary.
 - Providing advice on interpretation of terms and/or assistance with completion of the relevant documentation.
 - Validating and signing off all information submitted in the Job-Sizing Questionnaire.
 - Processing all data through the Job-Sizing Toolkit.
 - Meeting eight times per year, or more as required in exceptional circumstances.
 - Details of JSG meeting dates are available on The Source, [The Source - HR Handbook](#).

2. New Posts

- a) New posts are defined as posts that have not previously existed in an establishment, but have been created due to a revised management structure agreed for that particular establishment.
- b) New posts will be agreed and job-sized, following approval from the Chief Education Officer (CEdO) in accordance with accepted management structures for each sector. The Headteacher/School Resource Officer will be asked to complete the job-sizing questionnaire for a new post and liaise directly with the JSG, see Appendix 1. A current Data Sheet must also accompany the questionnaire, see Appendix 2. Both the CEdO and the HT/SRO will be informed of the relevant grade for the new posts. When job-sized the normal recruitment procedures will apply. However, in exceptional circumstances, posts may be advertised where approval has been given by the CEdO. Job-sizing will take place as soon as possible, after appointment.

3. Vacancies

- a) Where an existing post becomes vacant or where a long-standing vacancy is to be filled, the HT/SRO shall, in the first instance, notify the Education Business Team/HR Business Partner.
- b) When the requirements are met for the re-sizing of a post then the steps outlined below should be followed. If there is no requirement to re-size an existing post then the usual method of recruitment will apply.
- c) For posts of Depute Headteacher, Faculty Manager and Principal Teacher, the HT/SRO must sign the job-sizing questionnaire confirming that the information provided accurately reflects the remit of the post and forward directly to the Education Business Team/HR Partner. The school's Data Sheet must also be submitted.
- d) A vacant post will require to be job-sized where three years have elapsed since it was last sized.
- e) In the case of a HT post meeting the criteria in (d) above, the relevant DHT posts must also be sized, where three years have elapsed since they were sized.
- f) For HT posts, the CEdO, or nominee, must sign the job-sizing questionnaire to confirm that the information provided accurately reflects the remit of the post and forward directly to the HR Partner.
- g) In reviewing the questionnaire the JSG will take account of the remits, whole school data, SNCT criteria (in the case of re-sizing) and the potential impact on other promoted posts within the school.
- h) Any anomalies will be discussed and resolved at this point with the Headteacher/CEdO or nominee.

4. Initiating a Review

- In accordance with SNCT guidelines, a post can be re-sized at the request of the post holder or the SLE Service. Where a post holder believes a review appears appropriate they should discuss this initially with their HT. There are two occasions identified for the purpose of reviewing posts:
 - November with implementation from 1st February of the following year.
 - May with implementation from 1st August, the same year.
- A post will only be reviewed once in any twelve-month period. The job-sizing co-ordinators, as a result of the September Census will review changes against the criteria for changes and so prompt job-sizing of relevant posts.

- As per SNCT guidelines, the table below details the criteria for initiating review (Appendix 3).

Type A Changes	Automatic Review
Type B Changes	Requires at least one other change of Type B or two other changes of Type C before a review can take place.
Type C Changes	Requires three other changes of Type B before a review can take place.

- Where the above criteria are met, the post holder should complete the Request for a Review form (Appendix 3), in consultation with the HT and the HT/SRO should forward this to the Education Business Team/HR Business Partner. The post holder should identify the criteria against which they are requesting the review of their post. Where the JSG believe there is a need for review, this will be discussed with the post holder and if applicable, they will be asked to complete a job-sizing questionnaire.
- The completed questionnaire should then be signed off by the HT, validated by the JSG and then processed through the toolkit.
- There may be cases where a post holder is not employed within the SLE Service. All teaching posts (and associated professional posts) covered by the SNCT Handbook, are subject to sizing as per SNCT guidance.

5. Notification of Job-Sizing Result

- On completion of the job-sizing exercise, the JSG will notify the HT and the CEo, or nominee, of the outcome.
- It should be noted that the outcome may be:
 - No change to pointage with no change to grade.
 - Increase pointage with no change to grade.
 - Increase pointage with change to grade.
 - Decrease pointage with no change to grade.
 - Decrease pointage with change to grade.
- Any change to salary resulting from job-sizing will be effective depending on what time of the year the job-sizing questionnaire is submitted:
 - November submission – effective from 1st February the following year.
 - May submission – effective from 1st August, the same year.
- Where the outcome results in the salary being downgraded for the post, cash conservation will apply as defined in Part 2: Section 1 – Pay, point 1.63 of the SNCT Handbook.
http://www.snct.org.uk/wiki/index.php?title=Table_of_Contents
 There will be a three year period of cash conservation.
- Where there is a change of grade, the HT must contact the Education Business Team/HR Business Partner with the appropriate effective date as above.
- Please note there is no scope for backdating as a result of a job-sizing review.

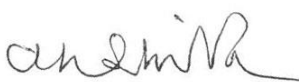
6. Dual Headships

SNCT guidance will be followed, ie the post of HT in both establishments will be combined and sized.

The authority reserves the right to exercise discretion in increasing the salary of such posts, following the job-sizing process.

Signed: 
K Kelman, Co-secretary LNCT

Date: 29 September 2020

Signed: 
A Skillen, Co-secretary LNCT

Date: 29 September 2020

A Teaching Profession for 21st Century Job-Sizing Questionnaire (2002)

How to complete your questionnaire

[Appendix 2.2 Annex A - SNCT Handbook](#)

<p>Who should complete the questionnaire?</p>	<p>This questionnaire should be completed by the following post holders:</p> <ul style="list-style-type: none"> • Headteachers (HTs). • Depute Headteachers (DHTs). • Faculty Managers (FMs). • Principal Teachers (PTs). • Any other Promoted Posts on SNCT Pay Scales (eg Educational Psychologists and Quality Improvement Officers).
<p>Which sections of the questionnaire should I complete?</p>	<p>DHT, FM and PT post holders should complete all sections of the questionnaire where these are applicable to the post.</p> <p>HT post holders should complete:</p> <ul style="list-style-type: none"> • Question 2.4 (where applicable). • Questions 3.3 and 3.5 (where applicable). <p>The responsibilities of HTs relating to Section 1 of the questionnaire are determined by whole school information which will be provided by the SLE Service.</p>

JOB SIZING SPREADSHEET		
School	X School	Source/date
Date Completed		
Total school roll at census		
Total P4-P7 roll at census		
Projected roll for next August		
Projected roll for P4-P7		
Nursery (Maximum) Nos		
FME for P4-P7 or S1-S6		
Projected staffing from August 18		
Headteacher / Head of Establishment		
Depute Head		
PTs		
Teachers		
Total Teaching	0.00	
No of Classes from August 18		
Nursery Classes		
Core Support Hours		
ASN Support Hours		
ECE's		
Total Support Hours		
FTE equivalent (/35)	0	based on 35 hour working week
%age FME	#DIV/0!	
School Board Statement		
Nursery Board Statement		
Other Provisions		
Total Board Statements		
Devolved amounts =		
0480		
0633		
0817		
0844		
1350		
1880		
2010		
2960		
4001		
total devolved - school	£0	
add Nursery 1350 + other 1350	£0	
Total devolved	£0	
transport provided		
Curriculum Development/Quality Assurance		
HT:		
DHT:		
Teaching Commitment		

Notes;

Please include dates and source i.e seemis 01/05/18

Please include breakdown i.e 40 admin, 80 core 30 F+C

Please include breakdown of predicatable and exceptional hours

Please give a breakdown of assigned year groups AND the number of classes at each stage
i.e HT P1-P3 = 5 classes (2x P1 + 3 x P2) DHT P4-P7 (2 x P3, 2 x P4 3x P5 etc

Please give break down where possible

Individual/Management Request for a Review

Name:			Post:			School:		
A Changes	Posts Affected	Met	B Changes	Posts Affected	Met	C Changes	Posts Affected	Met
1.4 formal depute	DHT		1.4 number of schools	DHT/PT		1.14 transport to school	HT/DHT	
1.4 number of schools	HT		1.11 number of staff	HT/DHT		2.4 health and safety	All	
1.9 type of establishment	HT		1.12 free school meals	All		3.2 school improvement plan	DHT/HT	
1.10 school roll	All		1.13 size of school budget	HT		3.3 subjects and NQs	All	
2.1 direct line management teachers	DHT/PT		1.14 multi-site	HT/DHT		3.5 timetabled teaching 5 hours	All	
2.2. direct line management other staff	DHT/PT		2.3 budgets	DHT/PT		4.1 change to entries against question 4.1	DHT/HT	
3.4 learning/behaviour support	DHT/PT		3.3 classes	All		4.2 guidance, pastoral care r pupil welfare	DHT/HT	
			3.4 other responsibilities listed in question 3.4	DHT/PT		4.2 formal guidance responsibility	DHT/HT	
			3.5 timetabled teaching 10 hours	All		4.3 pupil assessment	DHT/HT	
			4.2 formal responsibility	DHT/PT		5.1 work with parents	DHT/HT	
						5.2 lead work with colleagues	DHT/HT	
						5.3 work with other establishments/agencies	DHT/HT	
Total:			Total:			Total:		

Signed: _____
Postholder

Date: __

Signed: _____
HT/SRO/Service Manager

Date: __