

Scottish Negotiating Committee for Teachers

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Dear Colleague

JOB-SIZING POSTS FOR THE FIRST TIME

As you are aware the SNCT Working Group on Career Structure has developed guidance on the criteria to be considered to establish the need to review (re-size) an existing promoted post. This guidance has now been agreed by the full SNCT and will be issued as SNCT circular 28 in the next week.

The purpose of this note is to remind authorities that SNCT/28 will apply only to existing promoted posts which have previously been job-sized. It will not apply to new posts such as posts in new management structures or principal teacher posts to which former APT's/ST's were appointed (unless the posts were job-sized previously).

The process to be followed in relation to new posts is similar to that in the original job sizing exercise and should reflect previous good practice. Councils are reminded that the Local Negotiating Committees for Teachers have devolved responsibility for agreeing specific duties and job remits. This will form the basis for completion of the job-sizing questionnaire and help to ensure that all promoted posts are job-sized on the basis of the remit to be performed.

Where an individual is currently in post (eg former APT's or ST's), he/she should complete a job-sizing questionnaire. The completed questionnaire should be signed off, first by the Headteacher and then by a job-sizing coordinator.

Where a new post is being sized the questionnaire should be completed by the head of the establishment and signed off by a job-sizing coordinator.

Job-sizing coordinators should continue to be selected from a pool nominated by both the council and the teacher trade unions respectively.

Councils may wish to involve others in the process but the involvement of Headteacher/ Head of establishment and job-sizing co-ordinator is critical.

Once the agreed questionnaire has been fully signed off, the questionnaire should be processed through the toolkit. The job-sizing coordinators should be in a position to ensure that all of the data from the completed questionnaire has been correctly entered. This could be in the form of a copy of the form from the job-sizing toolkit which would show scores for each area and answers as input. A copy of the job sizing questionnaire should be provided to post-holders.

In most councils the completion of the original job-sizing exercise was a model of participative and cooperative partnership working and councils should ensure that job-sizing coordinators continue to be involved in future job-sizing exercises including the sizing of new posts and the re-sizing of existing ones.

Yours sincerely

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Joint Secretaries

To: Chief Executives
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