

1 April 2026

**JS/26/86**

## **SNCT Agreement on Changes to the Job Sizing Toolkit**

Dear Colleague

As previously indicated, it is not intended that any changes to the questionnaire or guidance will be used as a trigger to re-size posts. Job Sizing Co-ordinators should ensure the new arrangements are used for any posts requiring review going forward.

### Training

It will be the responsibility of LNCTs to maintain a list of their Job Sizing Co-ordinators and the last time training was undertaken. Training every three years will take some time to achieve. LNCTs should prioritise new Job Sizing Co-ordinators and those trained less recently for training when asked for nominations. It is intended that dates will be agreed and shared well in advance.

### Guidance Posts/Pastoral Support Roles

To support local authorities who will require more time to implement the changes regarding PT Guidance caseloads, an extended period of time for councils has been agreed.

LNCTs will monitor the review of guidance departments and should a post or group of posts not have been reviewed by 1 June 2028, LNCTs will arrange for a job sizing review to be undertaken prior to the end of the school session for implementation from 1 August 2028.

As previously indicated, the SNCT agreed that there should be an insertion to the SNCT Handbook for guidance/pastoral support roles under Section 2, Part 2 – Main Duties. This is still currently being developed and a SNCT circular will be issued once this has been finalised.

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## Budget Responsibility Bandings

The existing bandings for budget responsibility under the job sizing toolkit date back to the original introduction of job sizing in the early 2000's and have not kept pace with the real-terms growth in school budgets over the past two decades. These are currently being reviewed. If agreement is reached by a future SNCT meeting on the revised bandings, the job sizing guidance and toolkit will be updated further to reflect these changes.

## National Job Sizing Co-ordinators

To support Councils with Job Sizing, a National Job Sizing Co-ordinator User Group is to be established which will be chaired by the National Job Sizing Co-ordinators.

If Job Sizing Co-ordinators have a question or issue on which they need assistance they should write jointly to the National Job Sizing Co-ordinators setting out the issue, background and any specific questions.

The National Job Sizing Co-ordinators are:

Kenneth McNamara (management side) [kenneth.mcnamara@eastayrshire.org.uk](mailto:kenneth.mcnamara@eastayrshire.org.uk)

David Baxter (teachers' side) [dbaxter@eis.org.uk](mailto:dbaxter@eis.org.uk)

Yours sincerely

Suzanne McLeod (Employers' Side)

Stuart Brown (Teachers' Panel)

David Leitch (Scottish Government)

## Joint Secretaries