



Education and Learning Service

Highland Local Negotiating
Committee for Teachers

LNCT Agreement No. 7 Job Sizing Procedure

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Version Control

Version	Date	Summary of changes
1.1		
1.0	9 June 2026	Created and approved at LNCT

The Highland Council – Job Sizing Procedure

1. Introduction

- 1.1 The job sizing process is based on a questionnaire which captures information relating to the responsibilities of a post and, in conjunction with the whole school information provided by the Council, is then used to score the job through the Job Sizing Toolkit. The questionnaire and explanatory notes are provided in [Part 2: Appendix 2.2, Annex A](#).
- 1.2 All promoted posts (head teacher, depute head teacher or principal teacher) must be job sized and placed on the appropriate salary point. [Part 2: Appendix 2.2, Annex B](#) sets out the job size score allocation to salary spines.
- 1.3 Job sizing coordinators from both management and teachers' side will be involved in the job sizing of all promoted posts. All job sizing coordinators should be suitably trained and the LNCT will ratify and hold a list of staff locally.
- 1.4 Promoted postholders can request a copy of their own job sizing questionnaire from their head teacher/line manager.
- 1.5 Please note that while job sizing coordinators endeavour to meet regularly to sign off posts, there are lead in times associated with this process and with the advertising process.
- 1.6 The job size of a promoted post will be reviewed in the following circumstances:
 - When a new post is created
 - When an existing post becomes vacant and prior to the post being advertised
 - When a review is sought either by the Council or postholder where the SNCT review criteria have been met

Job Sizing Process

2. New Posts

- 2.1 Where a new post is being created, the head teacher/appropriate line manager will liaise with the management side job sizing coordinator regarding the role and its responsibilities.
- 2.2 The head teacher/line manager should complete sections 2-5 of the questionnaire before returning to the job sizing coordinator who will complete

questions 1.8-1.14 (pages 3-5) using centrally held whole school information including: school roll, staffing numbers, free meal/clothing grant registrations, budget figures and school transport numbers. The coordinator will then run the questionnaire through the job sizing toolkit.

- 2.3 The questionnaire and job specification will then be shared with the identified staff/union side coordinator for them to check all necessary information is included and run the post through the toolkit. Job sizing coordinators may request supporting documents such as timetables, staffing or budget information, school improvement plans etc. to verify entries.
- 2.4 Any points requiring further information or clarity from staff/union side should be raised with the management side coordinator.
- 2.5 Once queries have been satisfactorily addressed (or where there are none) and both coordinators agree on the score and salary scale point, the post will be formally signed off by both sides and can proceed to advert.
- 2.6 The job sizing of new posts must be completed prior to advertising.

3. Vacant Posts

- 3.1 When it is known that an existing permanent promoted post is to become vacant, the head teacher must inform the job sizing coordinator to enable the sizing of the post to take place. A post cannot be advertised until job sizing has been concluded.
- 3.2 The above process from section 2 will then be applied.
- 3.3 The reviewed salary would be applied from the date the new postholder takes up post.
- 3.4 Under normal circumstances a post will only be reviewed/sized once in a 12-month period. Consideration may be given to proceeding straight to advert where the post has been previously job sized either immediately prior to, or during the current school session.

4. Postholder Request for Review

- 4.1 There are two points in the year at which a review can be triggered, around the end of the school session to be implemented from 1 August or in December to be implemented from 1 February. In normal circumstances, a post can only be reviewed once in any 12-month period. Postholders should be aware that the salary scale point may increase, decrease or stay the same as result of a job sizing review.

- 4.2 A review will only take place where review criteria have been met due to changes either in their remit or the whole school data, as per [SNCT Part 2 Appendix 2.3 – Job Sizing Review](#), and associated [Annex A – Review Criteria](#).
- 4.3 When considering the review criteria, reference should be made to the [Questionnaire](#) and [Job Sizing Notes of Guidance and Examples](#).
- 4.4 Staff who wish to seek a review and meet the criteria should follow the process below:
- a) Discuss with their head teacher or line manager (in cases of HT seeking review).
 - b) Head teacher should contact management job sizing coordinator to confirm postholder meets the criteria, detailing changes to the role.
 - c) Where criteria are met, the postholder will be sent a copy of the job sizing questionnaire to complete with their head teacher, prior to the appropriate review date. Please note that questions 1.8-1.14 should not be completed by the postholder.
 - d) Submit copy of job sizing questionnaire signed by both postholder and head teacher to management job sizing coordinator for processing as per point 2.3 onwards.
- 4.5 On completion of the job sizing exercise, the postholder will receive written confirmation of the outcome.
Please note there is no scope for backdating salary changes as a result of a job sizing review.
- 4.6 Only job sizing questionnaires, and not Excel Toolkit versions, will be accepted by coordinators.

5. Council Initiated Review

- 5.1 Following internal audit guidance the Education & Learning service will undertake an annual update of whole-school data each session following the publication of annual census data. A job sizing review will be triggered when an A type change has been identified.

Any resulting change to salary of the post will be implemented from 1st August. Cash conservation of salary will be applied in accordance with the SNCT Conditions of Service where there is a resulting drop in grade.

- 5.2 Where the council believes that the SNCT review criteria have been met, the following process should be followed:

- (a) Line manager to liaise with the school involved to notify all impacted promoted staff
- (b) Staff provided with questionnaire to complete sections 2-5 in conjunction with their head teacher or line manager
- (c) Submit copy of job sizing questionnaire signed by both postholder and head teacher to management job sizing coordinator for processing as per point 2.3 onwards.

5.3 On completion of the job sizing exercise, the postholder will receive written confirmation of the outcome.

As above, cash conservation of salary will be applied in accordance with the SNCT Conditions of Service where there is a resulting drop in grade.

5.4 Under normal circumstances a post will only be reviewed once in a 12-month period.

6. Appeals Process

6.1 There is no mechanism to appeal the outcomes of the job sizing of a post unless the postholder believes that the process set out in this policy has not been followed correctly.

6.2 A postholder wishing to appeal the outcome must do so within 10 working days of receipt of their outcome letter. The appeal must be in writing to the appropriate Chief Officer, setting out clearly where the perceived failure in process has been.

6.3 The Chief Officer will refer the matter to the LNCT joint secretaries for consideration. LNCT joint secretaries may seek informal advice from the SNCT joint secretaries and if satisfactory resolution cannot be reached, the matter will be referred formally to the SNCT joint secretaries.

Signed on behalf of The Highland Council:		Signed on behalf of the Teachers' Side:	
			
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Designation:	Joint Secretary LNCT	Designation:	Joint Secretary LNCT
Date:	09/06/26	Date:	09/06/26