

# HR & OD POLICIES

human resources and organisational development



## Teacher Job Sizing Procedure

# 1. INTRODUCTION

In accordance with the [Scottish Negotiating Committee for Teachers \(SNCT\) Conditions of Service \(1\)](#), all promoted posts in teaching are 'job sized' with promoted teachers placed on an appropriate salary point as determined by the job sizing process.

The [SNCT Handbook of Conditions of Service, Part 2, Appendix 2.2](#) outlines the process of job sizing. [Annex A](#) contains the [Job Sizing Questionnaire](#) and [Notes for Guidance](#). [Annex B](#) contains the Job Size Score Allocation to Salary Spines.

The job sizing process is based on a Job Sizing Questionnaire which captures whole school data provided by the Council and information on key responsibilities of the post provided by the post holder and confirmed by the Head Teacher. The Head Teacher should only complete this if there is no-one in post.

Section 1 of the Questionnaire requires details of whole school data which consists of the school roll, numbers of staff, percentage of children registered for free school meals, size of the school budget and the number of children for whom transport is provided. This information is compiled annually in September and collated and tracked centrally.

Sections 2-5 of the Questionnaire capture information specific to the remit of the post within the context of the LNCT agreed Job Profile relating to:

- Management and Strategic Direction of Staff
- Curriculum Development and Quality Assurance
- Implementation of Whole School Policy
- Working with Partners

Any responsibility which is part of a remit for 2 years, or longer, should be included in the job sizing of a post.

The same questionnaire is used for all grades of promoted post. Not every post scores in every section. [The list of scoring relevance to individual promoted posts](#) relating to each question in the Job Sizing Questionnaire can be referred to within the [Resource Pack](#).

Over time there may be significant changes to whole school data and/or responsibilities of any particular post and this may necessitate a review of a job size to ensure that the post is still sized appropriately with the commensurate salary attached to the post.

The [SNCT Handbook of Conditions of Service, Part 2, Appendix 2.3](#) outlines the process of reviewing a job size. [Annex A](#) contains the [Review Criteria](#).

There are five possible outcomes of a re-job sizing exercise:

- There may be no change to the job size score, no change to the salary point and no change to the salary.
- There may be an increase in the job size score, but since the score is still within the same salary point, there will be no change to the salary.
- There may be an increase in the job size score, an increase in salary point and an increase in salary.
- There may be a decrease in the job size score, but since the score is still within the same salary point, there will be no change to the salary.
- There may be a decrease in the job size score, a decrease in the salary point and cash conversion would apply for three years. Please refer to the [SNCT handbook, part 2, section 1](#) paragraphs 1.63-1.70).

## 2. RE-SIZING OF PROMOTED TEACHER POSTS

The job size of a promoted post should be reviewed in the following circumstances:

- When the Council demonstrates that the re-sizing criteria have been met due to aspects of the whole school data and/or the responsibilities of a post/posts having changed significantly since a previous job sizing.
- When a post holder/Head Teacher requests a review of an individual post. The post holder/Head Teacher must demonstrate that the re-sizing criteria have been met, either due to aspects of the whole school data and/or the responsibilities of a post have changed significantly since a previous job sizing. There are two points in the year where a post may be resized: December for 1st February and May for 1st August.

For a re-sizing initiated by the Council, change(s) to the whole school data ([Job Sizing Questionnaire](#) Section 1) are reviewed against the SNCT Review Criteria by Teacher Job Sizing Co-ordinators. If they identify that the review criteria have been met, the post is re-job sized and full details processed through the job sizing toolkit.

For a re-sizing initiated at the request of the post holder, responsibilities of the post ([Job Sizing Questionnaire](#) Sections 2-5) are first reviewed against the SNCT Review Criteria by the post holder / Head Teacher. If in combination with whole school data, the review criteria is met, then the post is re-job sized and full details processed through the job sizing toolkit.

A review of a job size of a post does not necessarily lead to a re-job sizing of a post. Where there are no changes to the whole school data and responsibilities of the post that meet the SNCT Review criteria then the review is complete and there is no further processing of information through the toolkit. The post remains on the same salary point as before and the post holder / Head Teacher would be advised that no re-sizing criteria have been met.

In all cases, the changes are based on when the post was last job sized and the posts current duties.

### 3. JOB SIZING CO-ORDINATORS

The Council has trained Job Sizing Co-ordinators consisting of Human Resources, Education, Learning & Leisure management and teachers' Trade Unions representatives.

A Job Sizing Co-ordinator must have received training either directly by the SNCT trainers or locally by other trained Job Sizing Co-ordinators.

A Teacher Job Sizing panel consisting of Job Sizing Co-ordinators from Human Resources, Education, Learning & Leisure management and Trade Unions are involved in any one job sizing/review exercise.

The role of the Teacher Job Sizing panel is to work together to ensure that the job sizing process is efficient, fair and transparent. They are tasked to:

- Consider Applications for Review of Job Size and using the SNCT Review Criteria confirm that the re-sizing criteria have been met.
- Provide advice and/or assistance with completion of the relevant documentation.
- Validate and sign off all information submitted in the Job Sizing Questionnaire.

#### 4. PROCEDURE FOR REVIEWING THE JOB SIZE OF A POST/POSTS INITIATED BY THE COUNCIL (ANNUAL EXERCISE)

The Council may initiate a review of the job size of any existing promoted post/posts if the re-sizing criteria have been met, due to substantial changes to the whole school data and/or the responsibilities of the post(s).

Changes are graded - Type A, Type B and Type C – depending on the likely effect they will have on the overall score for a post (as defined within the [Review Criteria](#) within the [SNCT Handbook of Conditions of Service, Part 2, Appendix 2.3, Annex A](#):

- One type A change automatically initiates a re-job sizing of the post.
- Two type B or one type B and two type C changes are required to initiate a re-job sizing.
- Four type C changes are required to initiate a re-job sizing.

Some changes only apply to certain posts. This is based on whether or not the particular section of the questionnaire impacts on the size of that type of post. [The list of scoring relevance to individual promoted posts](#) relating to each question in the Job Sizing Questionnaire can be referred to within the [Resource Pack](#).

An annual exercise is conducted by the Council each year between April and June for implementation in August. All posts that are identified as meeting the criteria for re-sizing are considered as part of this exercise. Under normal circumstances, a post will only be reviewed once in any twelve month period.

Consideration will be given to whether changes to the whole school data and/ or responsibilities of the post could have a possible impact on the job size of any other promoted post(s) in the school, which may as a result require to be reviewed at the same time.

The [Job Size Questionnaire](#) should be completed by the post holder. If the post is vacant this should be completed by the Head Teacher, with the exception of a vacant Head Teacher post, which should be completed by the Quality Improvement Officer.

Advice and/or assistance with completion of the [Job Size Questionnaire](#) is available from the Job Sizing Co-ordinators.

- Prior to re-sizing a post, the Teacher Job Sizing panel must agree that the re-sizing criteria have been met.
- Validate and sign off all information submitted in the Job Sizing Questionnaire.
- The Teacher Job Sizing panel will inform the Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) the outcome of the review/ re-job sizing of the post.
- The Teacher Job Sizing panel will initiate any changes for action through payroll (if salary changes).

## 5. PROCEDURE FOR REVIEWING THE JOB SIZE OF A POST AT THE REQUEST OF THE POST HOLDER (PERSONAL RE-SIZING)

Where a promoted post holder can demonstrate that the re-sizing criteria have been met due to significant changes to the whole school data and/or the responsibilities of the post since the last job sizing of the post, he/she should in the first instance consult the SNCT Job Sizing Review Criteria.

All changes to the post, both increases and decreases in whole school data and/or post responsibilities should be taken into account when considering the Review Criteria.

Changes are graded - Type A, Type B and Type C – depending on the likely effect they will have on the overall score for a post.

- One type A change automatically initiates a re-job sizing of the post.
- Two type B or one type B and two type C changes are required to initiate a re-job sizing.
- Four type C changes are required to initiate a re-job sizing.

Some changes only apply to certain posts. This is based on whether or not the particular section of the questionnaire impacts on the size of that type of post. [The list of scoring relevance to individual promoted posts](#) relating to each question in the Job Sizing Questionnaire can be referred to within the [Resource Pack](#).

If the SNCT Review Criteria indicates that a re-job sizing of the post may be necessary, the post holder should discuss this with the Head Teacher/Head of Service / Quality Improvement Officer (as appropriate).

If the Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) agrees that a re-job sizing of the post may be necessary, then he/she should complete the re-sizing application and forward to the teacher job sizing mailbox [teacher.job-sizing@aberdeenshire.gov.uk](mailto:teacher.job-sizing@aberdeenshire.gov.uk) indicating the review criteria met.

There are two points in the year when personal re-sizing is considered - December and May. The closing date for December applications is the last Friday in December. The closing date for May applications is the last Friday in May. If an application is received outwith these times, it will be held until the next scheduled date of reviews.

Under normal circumstances, a post will only be reviewed once in any twelve month period.

Advice and/or assistance with completion of the Job Size Questionnaire is available from the Job Sizing Co-ordinators.

- Prior to re-sizing a post, the Teacher Job Sizing panel must agree that the re-sizing criteria have been met.
- Validate and sign off all information submitted in the Job Sizing Questionnaire.
- The Teacher Job Sizing panel will inform the Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) the outcome of the review/ re-job sizing of the post.
- The Teacher Job Sizing panel will initiate any changes for action through payroll (if salary changes).

Any increase to salary resulting from a December review and subsequent re-job sizing will be effective from 01 February of the following year. Any increase to salary resulting from a May review and subsequent re-job sizing will be effective from 01 August of the same year. Where a re-job sizing results in a decrease in salary, cash conservation for three years would apply from 01 August for a May review and 01 Feb for a December review as detailed within the [SNCT handbook, part 2, section 1 paragraphs 1.63-1.70](#).

National arrangements for conservation of salary apply.

## 6. PROCEDURE FOR JOB SIZING OF NEW POSTS

The requirement for a new post must be discussed and approved by the Resourcing Officer in the first instance.

For the creation of a new faculty position, this must also be discussed and approved by HR&OD and the Joint Union Trade Secretary before this can be progressed. The establishment must be able to identify a permanent full time principal teacher vacancy before a faculty can be established.

The questionnaire should be completed by the Head Teacher / Head of Service / Quality Improvement Officer (as appropriate).

Advice and/or assistance with completion of the [Job Size Questionnaire](#) is available from the Job Sizing Co-ordinators.

The Teacher Job Sizing panel must determine whether the creation of this post will impact on other positions within the establishment that may trigger a re-sizing. Where this occurs, re-job sizing for impacted posts would be undertaken during the review exercises which occur in May or December (as detailed above in section 4).

- The Teacher Job Sizing panel will validate and sign off all information submitted in the Job Sizing Questionnaire.
- The Teacher Job Sizing panel will inform the Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) the outcome of job sizing of the post.
- The Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) must arrange for the completion of an EMIS Post Form to ensure there is appropriate budget to fund the position.

Under normal circumstances, a new post will not be reviewed within a twelve month period.

## 7. PROCEDURE FOR JOB SIZING DUAL HEADSHIP ARRANGEMENTS

The requirement for a dual headship must be discussed and approved with the Resourcing Officer in the first instance.

The Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) should advise HR&OD of the requirement for a Dual Headship, detailing the post holder and the schools to be managed.



Dual Headship arrangements must be job sized. The Teacher Job Sizing panel will advise of the job sized salary point. This is determined by the combined whole school data of the two schools to be managed.

For undertaking this additional role the Head Teacher will receive payment based on the greater of the following:

- a.** The difference between the combined schools job sized salary and their current salary.
- b.** 5% of the Head Teachers current salary.

The Teacher will be paid an enhancement (the greater of either a or b above) in equal monthly instalments.

The Teacher Job Sizing panel will inform the Head Teacher / Head of Service / Quality Improvement Officer (as appropriate) the outcome of the job sizing of the post.

# Teacher Job Sizing

## Index of Documents

### Procedure

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
11-03-2014		Creation of Procedure
21-05-2014	11-03-2014	Changes to Text
12-08-2015	21-05-2014	Format Update