



Teacher Job Sizing Procedure

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Contents

Rationale	Error! Bookmark not defined.
Introduction	1
Re-sizing of Promoted Teacher Posts	3
Job Sizing Co-ordinators	4
Procedure for reviewing the job size of a post / posts initiated by the council (annual exercise).....	5
Procedure for reviewing the job size of a post at the request of the post holder (Personal re-sizing)	6
Procedure for Job Sizing of New Posts	8
Procedure for Job Sizing Dual Headship Arrangements	9
Document Revision History	10
Appendix One – The Resource Pack	11

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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).

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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 March 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.

Job Sizing Co-ordinators

The Council has trained Job Sizing Co-ordinators consisting of Human Resources, Education & Children's Service (ECS) 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, ECS 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.

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, 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 February 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).

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 indicating the review criteria met.

There are two points in the year when personal re-sizing is considered - December and March. The closing date for December applications is the last Friday in December. The closing date for March applications is the last Friday in March. 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 March 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 March 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.

Procedure for Job Sizing of New Posts

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

For the creation of a new faculty position, this must also be discussed and approved by ECS Resourcing Officer in conjunction with HR and the Trade Union Joint Secretary should be advised before this is 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 March 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 the appropriate Post changes to be implemented 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.

Procedure for Job Sizing Dual Headship Arrangements

The requirement for a dual headship must be considered and approved in line with the Primary Management options LNCT /21/35 agreement.

Please note - Unless in exceptional circumstances Dual Headship arrangements should not be considered in term 3 (October – December) when up to date school data is being reviewed and ratified.

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.

Where a new Dual Headship arrangement is being implemented and there are no substantive postholders the Job Sized grade for the post will be implemented.

Document Revision History

Document Revision History					
Rev No.	Rev Date	Summary of Changes	Reviewing Team	Contributors	Next Review Year
001	11/03/2014	Creation of Procedure			
002	21/05/2014	Changes to text			
003	12/08/2015	Format Update			
004	29/11/2024	Format Update	HR Operational	M Chapman	2025

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Appendix One – The Resource Pack

Resource Pack

Factsheets



[The list of scoring relevance to individual promoted posts](#)
Provides guidance in regards to the relevance of each question within the job sizing questionnaire in the scoring of promoted posts.

[Review Criteria](#)
Sets out the criteria which must be met before a promoted post can be resized.

Forms



[Job Sizing Questionnaire](#)
To be completed by the Head Teacher/Quality Improvement Officer/Head of Service if there is no-one in post. 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.

Flowcharts



[Job Sizing of Dual Headship Arrangements](#)
Details the responsibilities and steps undertaken by the different teams involved in the process of job sizing dual headship arrangements in the order in which they are carried out.

[Job Sizing of New Posts](#)
Details the responsibilities and steps undertaken by the different teams involved in the process of job sizing new posts in the order in which they are carried out.

[Job Size Review at Request of Job Holder \(Personal Resizing\)](#)
Details the responsibilities and steps undertaken by the different teams involved in the process of a job size review when requested by the post holder in the order in which they are carried out.

[Job Size Review of Post\(s\) Initiated by the Council \(Annual Exercise\)](#)
Details the responsibilities and steps undertaken by the different teams involved in the process of a job size review initiated by the Council in the order in which they are carried out.

Frequently Asked Questions



[Teacher Job Sizing FQA's](#)