

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## Job Grading

## Non Teaching

### FORMS

#### [Job Analysis Questionnaire](#)

To be completed by the line manager. Lists demands of job in specified categories, to act as an aid in deciding the grade for a new post.

#### [Job Profile](#)

To be completed by the line manager. Defines various elements of the job to act as an aid in deciding the grade for a new post.

#### [Re-grading Request Form](#)

To be completed by employees requesting a re-grading of their post.

#### [Grading Appeal Statement Form](#)

To be completed by employees requesting an appeal against the grading of their post.

## Teaching

### FACT SHEETS

#### [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.



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### [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.

## FLOW CHARTS

### [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.

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