

**PART 2**  
**APPENDIX 2.3: ANNEX A**

**REVIEW CRITERIA**

Question <i>as set out in the job sizing questionnaire</i>	Change in responsibilities <i>either increases or decreases</i>	Type of change	Posts affected
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<b>1. WHOLE SCHOOL/POST HOLDER INFORMATION</b>			
1.4. Type of post	Change(s) to the allocation of responsibilities for formally deputising for the Headteacher amongst DHTs in the school.  Change(s) in number of schools in which Headteacher posts have responsibilities.  Change(s) in number of schools in which other posts have responsibilities.	A  A  B	DHTs  HT  DHT/PT
1.9. Type of establishment	The addition or removal of an Additional Support for Learning Unit/ Classes or the addition or removal of a Nursery Unit/Classes	A	HT
1.10. School Roll <i>(using the most recent census data submitted)</i>	Change(s) consisting of: <ul style="list-style-type: none"> <li>• +/- 100 pupils, <b>or</b> +/- 10% of the school roll on which the last job sizing was based;</li> </ul> which leads to a change in the school roll band.	A	All
1.11. Numbers of staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>• +/- 10 FTE staff, <b>or</b> +/- 15% of the numbers of FTE staff on which the last job sizing was based.</li> </ul>	B	HT/DHT
1.12. % of children registered for free school meals	Change(s) consisting of: <ul style="list-style-type: none"> <li>• +/- 10% of the total numbers of pupils in the school;</li> </ul> which leads to a change in the free school meals band.	B	All
1.13. Size of school budget	Change(s) consisting of: <ul style="list-style-type: none"> <li>• +/- £100,000, <b>or</b> +/- 20% of the actual budget for which the HT is responsible, excluding permanent staff costs and amounts related to property management, on which the last job sizing was based;</li> </ul> which leads to a change in the budget band.	B	HT

<b>Question</b> <i>as set out in the job sizing questionnaire</i>	<b>Change in responsibilities</b> <i>either increases or decreases</i>	<b>Type of change</b>	<b>Posts affected</b>
1.14. Physical nature of school	Becoming or ceasing to be a multi-site school	B	HT/DHT
	Change(s) consisting of +/- 100 pupils transported into school	C	HT/DHT

## **2. RESPONSIBILITY FOR THE LEADERSHIP, GOOD MANAGEMENT AND STRATEGIC DIRECTION OF COLLEAGUES**

2.1. Direct line management responsibility for teaching staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 3 FTE teaching staff;</li> </ul> which leads to a change in the teaching staff FTE band.	A	DHT/PT
2.2. Direct line management responsibility for other staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 3 FTE other staff;</li> </ul> which leads to a change in the band in the other staff FTE.	A	DHT/PT
2.3. Accountability for budgets	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- £5,000, <b>or</b> +/- 20% of the regular annual budget on which the last job sizing was based;</li> </ul> which leads to a change in the budget band.	B	DHT/PT
2.4. Responsibility for health and safety	Change(s) in responsibilities which leads to fewer or additional entries being made for this question in the job sizing questionnaire.	C	All

## **3. RESPONSIBILITY FOR CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE**

3.1. To review the CPD needs, career development and performance of colleagues	None required – covered by 2.1 and 2.2 above.	None	DHT/PT
3.2. To produce <b>and</b> implement the school development plan	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
3.3. To develop the curriculum and monitor learning and teaching	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 5 classes.</li> <li>+/- 1 subject, <b>or</b> +/- 2 NQs</li> </ul>	B	All
		C	All
3.4. Other formal curricular / management responsibilities	The addition or removal of whole school responsibility for learning/behavioural support.	A	DHT/PT
	The addition or removal of any other responsibility listed in question 3.4	B	DHT/PT

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3.5. Timetabled teaching time per week	+/- 10 hours	B	All
	+/- 5 hours	C	All

#### 4. RESPONSIBILITY FOR WHOLE SCHOOL POLICY AND IMPLEMENTATION

4.1. To develop, manage and implement a policy on pupil behaviour management	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
4.2. To develop, manage and implement a policy on guidance, pupil support, pastoral care and pupil welfare	Change(s) in responsibilities for guidance, pupil support, pastoral care or pupil welfare leading to fewer or additional entries being made for this question.  Change(s) to formal responsibility consisting of +/- 25 pupils in the guidance/pupil support/pastoral care caseload which leads to a change of: <ul style="list-style-type: none"> <li>• 2 bands</li> <li>• 1 band</li> </ul>	C	DHT/PT
		B C	DHT/PT DHT/PT
4.3. To develop, manage and implement a policy on pupil assessment	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT

#### 5. RESPONSIBILITY FOR WORKING WITH PARTNERS

5.1. To work with parents	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
5.2. To lead or work with colleagues in the same establishment	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
5.3. To work with other establishments and agencies	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT