

## APPENDIX 1

### **Procedures to be followed when Job sizing a promoted post in West Dunbartonshire Council.**

All job sizing will be carried out using the revised toolkit.

To assist Head Teacher / managers and postholders in completing the job sizing questionnaire the following will be sent out electronically or by hard copy if requested.

- Copy of the job sizing toolkit
- Guidance notes on completing the questionnaire
- Grid which shows which parts of the questionnaire to complete depending on the promoted post being job sized.

The completed questionnaire must be signed by the postholder, if there is a postholder, and Head Teacher/ manager. An electronic signature is permissible.

The complete questionnaire will be sent to the management side job sizing coordinator.

A meeting will be arranged so that one management side job sizing coordinator and one Trade Union side job sizing coordinator can meet to review the questionnaire and use the toolkit to job size the post.

Before undertaking the job sizing the job sizing coordinators must have

- Up to date whole school information on
  - School roll
  - Number of promoted staff
  - Number of unpromoted staff
  - Number of support staff
  - Size of school budget
  - Percentage of free school lunch entitlement.
  - Number of pupils entitled to free school transport.

The questionnaire will be put through the job sizing toolkit and a pointage and salary scale will be obtained.

A letter will be sent to the postholder with copies to the Head Teacher, HR and teacher salaries departments.

**Job sizing should be carried out in the following circumstances.**

**Newly created posts**

Questionnaires completed by Head Teacher and or Local Authority officer (there is no postholder)

**Vacant Posts**

If a promoted post vacancy arises the Head Teacher will inform HR who in turn will contact the management side jobsizing coordinator to arrange for jobsizing to be completed.

Vacancies should be jobsized prior to the post being advertised. The questionnaire being completed by the Head Teacher or Local Authority officer If the vacancy is a Head Teacher post. (The departing postholder may assist in completion of the form)

When a postholder is appointed the job sizing may have to be reviewed if there are changes to the final remit of the postholder.

**Re Sizing (Review of post.)**

Job sizing will be required when the postholder or Council requests a review.

Reviews will be carried out in June or December.

A Job sizing review questionnaire will be completed, signed by the Head Teacher and postholder or Local Authority officer and postholder if the postholder is a Head Teacher or manager.

A proforma will be sent so that the Head Teacher/postholder can indicate which changes there are in relation to the previous job sizing form and the category of these changes A, B or C.

The job sizing coordinators will meet and review the proforma and questionnaire. If they agree that the review criteria have been met the post will be re jobsized.

If the criteria have not been met the postholder and Head Teacher will be informed by letter that the application will not be considered giving the reason why the post is not being re jobsized.

When the jobsizing is completed the postholder and Head Teacher will be informed by letter of the outcome. This may be that the salary of the postholder will increase, decrease or stay the same.

If the salary of the post is to be increased the increase will be from 1<sup>st</sup> August or from 1<sup>st</sup> February if post is re-jobsized in December.

If salary of the post is to be decreased the postholder and Head Teacher will be informed of this when the change will take place 1<sup>st</sup> August or 1<sup>st</sup> February and of any conservation arrangements that apply.

If there is no change in the salary the postholder and Head Teacher will be informed of this.

### **School Roll and Job Sizing Review**

The main reason that a whole school will be re jobsized is the roll of the school. The SNCT review criteria Part 2 Appendix 2.3 Annex A sets out the criteria for review.

If the roll of the school changes by +/- 100 pupils or by +/- 10% of the roll on which the last job sizing was based and this leads to a change in the school roll band.

This is termed an “A” change which means that all promoted posts can be re jobsized.

A re jobsizing of a school based on the change of roll should only take place if it can be shown that the projected roll of the school will remain at either 100 or 10% below the roll at which the original job sizing was carried out for a period of 3 years. If the projected roll cannot be shown to remain below that level re job sizing should not be carried out.

### **Appeal**

If the postholder or Council wishes to appeal the results of the jobsizing or of the decision not to re jobsize then the application/questionnaire will be considered by two different job sizing coordinators .and the results intimated.

Note This does not preclude a teacher/ Head Teacher raising a grievance relating to this.

### **Training**

The Council will ensure that training will be delivered to maintain at least two management side and two trade union side staff are available to job size promoted pots.

A register of job sizing coordinators will be retained and updated as required.