

# WEST DUNBARTONSHIRE COUNCIL

## Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 24 May 2011

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### **SUBJECT: Procedures for Job sizing promoted posts.**

#### **1. Purpose**

- 1.1 This report seeks agreement from the Committee that the procedures shown on App 1 to this report are the agreed procedures to be followed when a Job Sizing review takes place.

#### **2. Background**

- 2.1 As part of the 21<sup>st</sup> Century Agreement a job sizing toolkit was produced by the SNCT.
- 2.2 All promoted posts in West Dunbartonshire schools and other educational establishments were job sized using the job sizing toolkit in June 2003.
- 2.3 The SNCT organised training for job sizing coordinators in November 2010 where the revised job sizing toolkit was launched. This toolkit was used for all job sizing after December 2010.
- 2.4 As part of the job sizing agreement a review of a promoted post could be requested by the post holder or the Council.
- 2.5 A new job sizing questionnaire was completed by the post holder and signed by the post holder and Head Teacher. The salary of the post holder could increase, decrease or stay the same.
- 2.6 A report on the new toolkit and the personnel who have been trained was agreed at the LNCT on 10 December 2010.

This report intimated that a future report would be submitted to the LNCT to clarify some aspects of the information received at the training event.

#### **3. Main Issues**

- 3.1 In general school rolls are falling in West Dunbartonshire. It is therefore expected that a number of schools will have all promoted posts re – job sized. This is termed a review.
- 3.2 The extract from the SNCT handbook which gives details of reviewing the job sizing of promoted posts ( Part 2 App 2.3) is shown in App 2 to this report.

- 3.3** The changes in responsibilities which determines if a post should be re job sized are categorised as A, B or C changes. For a review to take place there must be a change at category A, or two category B changes, or one B change and two C changes or three C changes. This is shown in APP 3 to this report.
- 3.4** At present there are two management side and two union side trained job sizing coordinators who are able to carry out Job Sizing.
- 3.5** There must be at least one management Job Sizing coordinator and one union Job Sizing coordinator present when Job Sizing is carried out.

#### **4. People Implications.**

- 4.1** It is essential that each promoted post in West Dunbartonshire is Job Sized using the toolkit. This will ensure that the salary for that post is correct and that the post holder receives the correct salary for his/her promoted post.
- 4.2** If all promoted posts in a school are to re job sized, due to a decrease in the roll, this will mean that the salary of the promoted post holder may decrease. The post holder will revert to the new job sized salary after the agreed period of cash conservation.

#### **5. Financial Implications**

- 5.1** If the Job Sizing procedure is carried out correctly this will ensure that holders of promoted posts are paid on the correct salary at appointment. This will mean that post holders are not over or under paid, therefore ensuring that this does not contribute to any overspend or underspend in the Educational Service budget.

#### **6. Risk Analysis**

- 6.1** If all promoted posts are not Job Sized correctly, this could result in incorrect salaries being paid to post holders. This could result in an unbudgeted variance in the Educational Service budget.

#### **7. Equalities, Health & Human Rights Impact Assessment (EIA)**

- 7.1** No issues were identified in the screening for an equality impact of this report.

#### **8. Conclusions and Recommendations**

- 8.1** That the LNCT agrees that the procedures as shown in APP 1 to this report are the procedures to be followed when job sizing a promoted post.
- 8.2** That the LNCT agrees to establish a register of Job Sizing Coordinators.

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Laura Mason, Head of Service

Stewart Paterson, Teachers' Convenor

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**Person to Contact:** Laura Mason, Head of Service (Quality),  
Department of Educational Services,  
Garshake Road, Dumbarton,  
G82 3PU.

Tel. 01389 737304  
e-mail [laura.mason@west-dunbarton.gov.uk](mailto:laura.mason@west-dunbarton.gov.uk)

Stewart Paterson, Teachers' Convenor,  
Unit 4 Leven Valley Enterprise Centre  
St Michaels Way, Dumbarton,  
G82 5BN.

Tel 07812034389  
e-mail [westdunbartonshire@eis.org.uk](mailto:westdunbartonshire@eis.org.uk)

**Appendices** Appendix 1: Job sizing procedures.  
Appendix 2: SNCT Part 2 Appendix 2.2

**Wards Affected** All Wards