

## JOB SIZING QUESTIONNAIRE

Please refer to the 'Job Sizing Notes of Guidance and Examples' when completing this questionnaire.

### SECTION 1: WHOLE SCHOOL INFORMATION

Questions 1.1 to 1.7 should be completed for all posts.

1.1 Name of Council

1.2 Names of Job Sizing Co-ordinators

|  |                 |
|--|-----------------|
|  | (Management)    |
|  | (Teacher Union) |

1.3 Name(s) of School(s)/Service

1.4 Type of Post

- Please tick the box which applies.

|                          |  |
|--------------------------|--|
| Headteacher (HT)         |  |
| Depute Headteacher (DHT) |  |
| Principal Teacher (PT)   |  |

- Please tick any box which applies and provide information where requested.

|   |  |
|---|--|
| The responsibilities of the post relate to more than one school |  |
| Enter the number of schools                                     |  |

|  |  |
|--|--|
| The post is a part time post   |  |
| Enter the number of contracted hours worked per week (35 hours equals full time) |  |

- Please tick any box which applies and provide information where requested.

|   |                          |
|---|--------------------------|
| The post is an established part of the Senior Management Team (SMT)   | <input type="checkbox"/> |
| The post is the only post with responsibility for formal deputising for the HT (ie the formal depute)                 | <input type="checkbox"/> |
| The post is part of aSMT that does not include a formal depute  | <input type="checkbox"/> |
| If the SMT does not include a formal depute, enter the number of establishedSMTposts in the school (excluding the HT) | <input type="text"/>     |

**1.5 Title of Post**

**1.6 Name of post holder**  
(Resizing applications only)

**1.7 Gender of post holder**  
(Resizing applications only)

Male

Female

**Questions 1.8 to 1.14, pages 3 to 5, will be completed by the job sizing co-ordinators. Post holders must not complete these questions.**

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**1.8 Payroll Reference Number (if required)**

**1.9 Type of Establishment**

- Please tick to indicate the type of establishment in which the post is located. If other is ticked, give details.

|                      |                          |
|----------------------|--------------------------|
| Primary              | <input type="checkbox"/> |
| Secondary            | <input type="checkbox"/> |
| Special              | <input type="checkbox"/> |
| Nursery              | <input type="checkbox"/> |
| Other (give details) | <input type="checkbox"/> |

- Please tick to indicate if the school includes either/both of the following.

|   |                          |
|---|--------------------------|
| Nursery unit or classes (except in a Nursery School)                                | <input type="checkbox"/> |
| Additional Support for Learning (ASfL) unit or classes (except in a Special School) | <input type="checkbox"/> |

**1.10 School Roll**

- Please tick to indicate the school roll.

|                |                          |
|----------------|--------------------------|
| Up to 50       | <input type="checkbox"/> |
| 51 to 100      | <input type="checkbox"/> |
| 101 to 250     | <input type="checkbox"/> |
| 251 to 500     | <input type="checkbox"/> |
| 501 to 750     | <input type="checkbox"/> |
| 751 to 1,000   | <input type="checkbox"/> |
| 1,001 to 1,250 | <input type="checkbox"/> |
| 1,251 to 1,500 | <input type="checkbox"/> |
| Over 1,500     | <input type="checkbox"/> |

- Enter actual school roll

### 1.11 Numbers of staff

- Please state the authorised Full Time Equivalent of staff in each category.

|                         |  |
|-------------------------|--|
| Promoted teaching staff |  |
| Other teaching staff    |  |
| Other staff             |  |

### 1.12 Percentage of children registered for free school meals

- Please tick to indicate the percentage of children registered for free school meals.

|             |  |
|-------------|--|
| 0% to 10%   |  |
| 11% to 25%  |  |
| 26% to 50%  |  |
| 51% to 75%  |  |
| 76% to 100% |  |

- Enter actual percentage  %

### 1.13 Size of school budget

|  |                        |
|--|------------------------|
| Please state the size of the total budget for the school | £ <input type="text"/> |
|--|------------------------|

- Please tick to indicate the actual budget for which the HT is responsible, excluding permanent staff costs and amounts related to property management.

|                      |  |
|----------------------|--|
| None                 |  |
| Up to £100,000       |  |
| £100,001 to £250,000 |  |
| £250,001 to £500,000 |  |
| £500,001 to £750,000 |  |
| Over £750,000        |  |

- Enter actual amount  £

### 1.14 Physical nature of the school

- Please tick to indicate the number of pupils for whom transport is provided for which the school has responsibility.

|           |                          |
|-----------|--------------------------|
| Up to 100 | <input type="checkbox"/> |
| 101 – 200 | <input type="checkbox"/> |
| 201 – 300 | <input type="checkbox"/> |
| 301 – 400 | <input type="checkbox"/> |
| 401 – 500 | <input type="checkbox"/> |
| Over 500  | <input type="checkbox"/> |

- Enter actual number of pupils

- Please tick this box if the school is a multi-site school

**SECTION 2: RESPONSIBILITY FOR THE LEADERSHIP, GOOD MANAGEMENT AND STRATEGIC DIRECTION OF COLLEAGUES**

Questions 2.1 to 2.3 should be completed for DHT and PT posts only.

**2.1 Direct line management responsibility for teaching staff**

- Tick the relevant box in the left column below for the total number of teaching staff for whom the post has line management responsibility.
- Tick the relevant box in the right column for the total FTE of staff to reflect any part time staff or those staff who are line managed by the post on a pro rata basis.

|          | <b>Total Number of Teaching Staff</b> | <b>FTE</b>               |
|----------|---------------------------------------|--------------------------|
| None     | <input type="checkbox"/>              | <input type="checkbox"/> |
| 1        | <input type="checkbox"/>              | <input type="checkbox"/> |
| 2 to 5   | <input type="checkbox"/>              | <input type="checkbox"/> |
| 6 to 10  | <input type="checkbox"/>              | <input type="checkbox"/> |
| 11 to 25 | <input type="checkbox"/>              | <input type="checkbox"/> |
| 26 to 50 | <input type="checkbox"/>              | <input type="checkbox"/> |
| Over 50  | <input type="checkbox"/>              | <input type="checkbox"/> |

- Enter actual FTE

**2.2 Direct line management responsibility for other staff**

- Tick the relevant box in the left column below for the total number of support staff for whom the post has line management responsibility.
- Tick the relevant box in the right column for the total FTE to reflect any part time staff or those staff who are line managed on a pro rata basis.

|                    | Total Number of Staff    | FTE                      |
|--------------------|--------------------------|--------------------------|
| None               | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 to 10            | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 to 25           | <input type="checkbox"/> | <input type="checkbox"/> |
| Over 25            | <input type="checkbox"/> | <input type="checkbox"/> |
| • Enter actual FTE | <input type="text"/>     |                          |

### 2.3 Accountability for budgets

- Tick the relevant box for the amount of regular annual budget for which the post is accountable.

None

Up to £1,000

£1,001 to £5,000

£5,001 to £10,000

£10,001 to £25,000

Over £25,000

- Enter actual budget

### 2.4 Responsibility for health and safety

**This question applies to all posts. HTs may tick the 4<sup>th</sup> box but only where the HT post has responsibility as the school's Health and Safety Officer.**

- Tick the relevant box below for the curricular area or category for which the post has overall health and safety responsibility:

Direct curricular responsibility for Craft, Design and Technology;  
Physical Education (including outdoor activities); Chemistry; Physics;  
Biology; Home Economics or Art and Design

Other direct curricular responsibilities

Year groups and / or specialist sections of the school

The whole school (ie school's Health and Safety Officer or equivalent)

### SECTION 3: RESPONSIBILITY FOR CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE

#### 3.1 To review the CPD needs, career development and performance of colleagues

A score is automatically awarded for this responsibility based on the entries made in questions 2.1 and 2.2. There is no need to enter any further data.

#### 3.2 To produce and implement the school improvement plan and responsibility for whole school policies

**This question should be completed for DHT and PT posts only.**

- **Please tick as many boxes as apply and add details in the text box below.**

|  |  |
|--|--|
| Responsible for producing and leading some or all of a curricular, departmental, subject or faculty improvement plan each year   |  |
| Responsible for producing and leading some or all of an improvement plan relating to pupil guidance, pupil support or pupil welfare each year  |  |
| Responsible for producing and leading some or all of an improvement plan relating to specified stages, year groups, other specified groups of pupils, or other specific responsibilities each year     |  |
| Responsible for producing and leading the whole-school improvement plan, and/or sole responsibility for specified whole school policies each year, whether or not under review in the improvement plan |  |
| DETAILS:   |  |
|  |  |

### 3.3 To develop the curriculum and monitor learning and teaching

This question applies to all posts.

No details of curricular areas or national qualifications are required for Early Years and Primary sectors. Note: The total number of classes entered across all promoted post holders in a school must not exceed the number of classes in the school.

- Please enter number of classes:

| Stage or Year Group | Number of Timetabled Classes |
|---------------------|------------------------------|
| Nursery             |                              |
| P1                  |                              |
| P2                  |                              |
| P3                  |                              |
| P4                  |                              |
| P5                  |                              |
| P6                  |                              |
| P7                  |                              |

- Please enter numbers and text below as required:

Note: In relation to National Qualifications, only national courses (collections of units), national certificates and standard grades count in this column. Individual units do not. Each level should be counted only once and placed against the year group with the biggest presentation.

|    | Names of Subjects | Number of Subjects | Level of National Qualification (NQ) | Number of NQs | Num Time Cla |
|----|-------------------|--------------------|--------------------------------------|---------------|--------------|
| S1 |                   |                    |                                      |               |              |
| S2 |                   |                    |                                      |               |              |
| S3 |                   |                    |                                      |               |              |
| S4 |                   |                    |                                      |               |              |
| S5 |                   |                    |                                      |               |              |
| S6 |                   |                    |                                      |               |              |

### 3.4 Other formal management responsibilities

This question should be completed for DHT and PT posts only.

- Please tick as many boxes as apply and add details in the text box below.

|   |  |
|---|--|
| Responsible for the whole school timetable in a Secondary school  |  |
| Responsible for ICT strategy for the whole school   |  |
| Responsible for pre-5 / nursery classes in a Primary school   |  |
| Responsible for learning and/or behavioural support   |  |
| Responsible for anASfL unit, class or group for which no other promoted post holder is responsible                      |  |
| Responsible for other identifiable whole school groups of pupils for which no other promoted post holder is responsible |  |
| Head of the Primary section of a combined school  |  |
| DETAILS:  |  |
|   |  |

### 3.5 Timetabled teaching time

This question applies to all posts.

- Please enter, to the nearest hour, the weekly timetabled class teaching commitment which is undertaken as a requirement of the post.

|               |       |
|---------------|-------|
| Teaching time | hours |
|---------------|-------|

## SECTION 4: RESPONSIBILITY FOR WHOLE SCHOOL POLICY AND IMPLEMENTATION

All questions in this section may be completed for DHT and PT posts only. For a PT post with curricular responsibility only complete question 4.3 but do not complete questions 4.1 and 4.2.

### 4.1 To develop, manage and implement a policy on pupil behaviour management

- Please tick to indicate the specific responsibilities of this post in relation to pupil behaviour management and provide details below.

|  |  |
|--|--|
| Responsibilities for behaviour management relating to specified stages or year group(s) or specialist section(s) |  |
| Responsibilities for behaviour management policy relating to the whole school                                    |  |
| DETAILS:   |  |
|  |  |

### 4.2 To develop, manage and implement a policy on guidance, pupil support, pastoral care and pupil welfare

- Please tick to indicate the specific responsibilities of this post in relation to guidance, pupil support, pastoral care and pupil welfare and give details below.

|  |  |
|--|--|
| Formal guidance, pupil support, pastoral care responsibilities with an identified caseload (Secondary schools only)                                    |  |
| Responsibilities relating to the guidance, pupil support, pastoral care and pupil welfare of a year group and/or a specialist section(s) of the school |  |
| Responsibility for specified whole school policies on guidance, pupil support, pastoral care and pupil welfare   |  |
| DETAILS:   |  |
|  |  |

**Formal guidance/pupil support/pastoral care responsibilities with a caseload (Secondary schools only)**

Please note that, for those posts with a formal guidance/pupil support/pastoral care role, the caseload indicated below will also be used to capture the guidance, pupil support and pastoral care responsibilities covered in other sections of this questionnaire.

|            |  |
|------------|--|
| None       |  |
| 1 to 50    |  |
| 51 to 100  |  |
| 101 to 200 |  |
| Over 200   |  |

- Enter actual number of pupils in caseload

**4.3 To develop, manage and implement a policy on pupil assessment**

- Please tick to indicate the specific responsibilities of this post in relation to pupil assessment and give details below.

|  |  |
|--|--|
| Responsible for pupil assessment relating to a subject department or curricular area |  |
| Responsible for pupil assessment relating to a year group or specialist section      |  |
| Responsible for pupil assessment policy relating to the whole school                 |  |
| DETAILS:   |  |
|  |  |

**SECTION 5: RESPONSIBILITY FOR WORKING WITH PARTNERS**

All questions in this section may be completed for DHT and PT posts only.

**5.1 To work with parents**

- Please tick as many boxes as apply and add details in the text box below.

|  |  |
|--|--|
| Responsible for remits that involve working with parents on behalf of specified groups of pupils, for example stages, year groups and other identifiable groupings of pupils |  |
| Responsible for remits that involve working with parents on behalf of pupils across the whole school   |  |
| DETAILS:   |  |
|  |  |

**5.2 To lead or work with colleagues in the same establishment**

- Please tick as many boxes as apply and add details in the text box below.

|  |  |
|--|--|
| Responsible for remits that involve leading or working with colleagues in the same establishment on behalf of specified groups of pupils, for example stages, year groups and other identifiable groupings of pupils |  |
| Responsible for remits that involve leading or working with colleagues in the same establishment on behalf of pupils across the whole school   |  |
| DETAILS:   |  |
|  |  |

### 5.3 To work with other establishments and agencies

- Please tick as many boxes as apply and add details in the text box below.

|  |  |
|--|--|
| Responsible for remits that involve working with other establishments and agencies on behalf of specified groups of pupils, for example stages, year groups and other identifiable groupings of pupils |  |
| Responsible for remits that involve working with other establishments and agencies on behalf of pupils across the whole school   |  |
| Responsible for remits that require applying promoted responsibilities in other establishments or agencies   |  |
| DETAILS:   |  |

### SIGNATURES

#### Post Holder (Resizing Applications Only)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### HT/Council Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Job Sizing Co-ordinators

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Management)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Teacher Union)