

PART 2

APPENDIX 2.2

JOB SIZING OF PROMOTED POSTS

Promoted postholders in schools are placed on the appropriate salary point, as determined by the job sizing process.

The process is based on a questionnaire which captures information on the responsibilities of the post and, in conjunction with whole school information provided by the council, is then used to score the job through the job sizing toolkit. The questionnaire and explanatory notes are provided at Annex A of this Appendix. Annex B sets out the job size scores allocation to salary spines.

Where a new post is being established or a vacant post reviewed, the questionnaire should be completed by the headteacher or senior manager and signed off by the job-sizing co-ordinators.