

**CITY OF EDINBURGH COUNCIL
CHILDREN, EDUCATION AND JUSTICE SERVICES**

LNCT Agreement

Devolved Category: Other Matters

Job Sizing: New Posts, Vacancies and Reviews

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INTRODUCTION

The Scottish Negotiating Committee for Teachers (SNCT) reached agreement on the method to be used in determining the appropriate remuneration for promoted posts. The means by which Councils evaluate posts is known as the toolkit. The toolkit measures a number of factors when determining the weightings for a post and the overall score (job-sizing points) is used to identify the appropriate point on the pay scale. This information is made available to promoted post holders when a post is job-sized. The Job Sizing Circular (SNCT 28), details the information required for job-sizing posts and provides comprehensive guidance for the completion of the job-sizing questionnaire.

This document sets out the procedures to be followed when promoted posts in Secondary, Primary and Special Schools are to be job-sized or re-sized. This protocol has been agreed with the teaching unions and is in keeping with the requirements of the 21st Century Agreement and National Circulars.

JOB SIZING PROCESS

JOB-SIZING TEAM

The Job-Sizing Team consists of trained Job-Sizing Co-ordinators (Job Sizers) from both Management and Teachers' trade unions.

Job Sizers must have received training either directly by the SNCT trainers or locally by other trained job sizing co-ordinators until the next SNCT training can be attended.

At least two Job-Sizers (one Management and one Teachers' side) would always be involved in any job sizing/review.

The role of the Job-Sizing Team is to work together to ensure that the job-sizing process is efficient, fair and transparent.

The Job-Sizing Team are tasked to:

- Consider applications for reviews and use the SNCT Review Criteria to decide whether job-sizing of a post is necessary.
- Provide advice on interpretation of terms and/or assistance with completion of the relevant documentation.
- Validate and sign off all information submitted in the Job-Sizing Questionnaire.
- Process all data through the Job-Sizing Toolkit.
- Meet on a regular basis to prioritise and review posts.

All queries should be emailed to the job sizing mailbox: CF.JobSizing@edinburgh.gov.uk

NEW POSTS

New posts are defined as posts that have not previously existed.

New posts will be established and job-sized, following approval from the Work Force Panel in accordance with agreed management structures. The new post will initially be submitted through the online Promoted Vacancy Form. This form will trigger an email to the job sizing mailbox. The Head Teacher will be asked to complete the job-sizing toolkit for new posts in school and liaise directly with the Job-Sizing Team. Toolkits for new Head Teacher posts will be prepared by a Management Job Sizer. The recruiting manager (HT and or BM) will be informed of the job sizing outcome via confirmation in the ongoing Vacancy submission for the advert. Once job-sized the normal recruitment procedures will apply.

SNCT Section 2: 1.69 Where a teacher is appointed to a promoted post with a view to preparing for the opening of a new school/the expansion of an existing school, or where a teacher already serving in the school is required to make the preparations and is to continue to serve in the post after the opening of the school/while the expansion is taking place, the salary of the teacher may be increased by such amount as the council consider appropriate.

In such circumstances Management and Union Job Sizers will discuss a felt fair approach with the Head of Service and the Work Force Panel. The decision and rationale will be saved in the relevant school job sizing file.

VACANCIES

Where an existing post becomes vacant or where a long-standing vacancy is to be filled, the Head Teacher/Business Manager will submit an online Promoted Vacancy Form. This form will trigger an email to the job sizing mailbox.

All posts are look at to determine if they require to be fully job sized, prior to being advertised. A post cannot be advertised until job-sizing has been concluded. In exceptional circumstances a 'Subject to Job Sizing' caveat may be permitted on an advert, but this would still require completed toolkits to be submitted by the HT prior to the advert being released.

When the requirements of SNCT 28 are met for the sizing of a post, a job sizer will contact the originator of the vacancy form (Head Teacher or Business Manager) with instructions for job sizing. If there is no requirement to re-size an existing post, the job sizer will confirm no review required along with the job size via the Vacancies mailbox cf.vacancies@eginsbugh.gov.uk, the vacancy form originator will then receive confirmation to progress the vacancy to advert.

For Depute Head Teacher, Senior Development Officer, Curricular Leader, Development Officer, Pupil Support Leader and Support for Learning Leader vacancies, the Head Teacher must complete the job-sizing toolkit to confirm that the information provided accurately reflects the remit of the post and forward directly to the Job-Sizing Team electronically via job sizing mailbox.

For Head Teacher posts, the Management and Union Job Sizers will the job-sizing toolkit, querying where necessary.

In reviewing the toolkits the Job-Sizing Team will take account of the remits, whole school data, SNCT 28 criteria (in the case of re-sizing) and the potential impact on other promoted posts within the school.

Any anomalies will be discussed and resolved at this point with the wider job sizing team, the Head of Service and the Workforce Panel if necessary.

POSTHOLDER INITIATING A REVIEW

In accordance with SNCT 28, a post can be reviewed at the request of the post holder or the Department. Where a post holder believes sufficient review criteria have been, they should initially discuss this with their Head Teacher. The Head Teacher or Business Manager (HT cc'd) should then email the job sizing mailbox.

A job sizer will email full instructions including the previous toolkit for updating and return.

Review requests can be submitted at any time although there are deadlines during the year. Completed review documents received into the job sizing mailbox between 1 August and the 31 January will have an effective date of 1 February, and completed review documents received between 1 February and 31 July will have an effective date of 1 August.

All completed documents must be submitted by these deadlines for the next effective date to apply. For example, if a review request enquiry was emailed in December but completed documents were not submitted until March, the effective date would be 1 August, not 1 February.

It is the responsibility of the post holder and their Head Teacher to submit completed documentation in time, Job Sizers will not chase outstanding returns.

All documents must be submitted via the Head Teacher's email as proof of their agreement of the content.

Post will only be reviewed once in any twelve-month period.

As per SNCT 28, the table below details the criteria for initiating a review:

TYPE A CHANGES	AUTOMATIC REVIEW
TYPE B CHANGES	Requires at least one other change of Type B or two other changes of Type C before a review can take place.
TYPE C CHANGES	Requires three other changes of Type C before a review can take place.

Once the updated toolkit has been submitted via the Head Teacher, Job sizers will compare previous and new data against the Review Criteria Checklist to determine if sufficient review criteria have been met to trigger a review.

If a review has been triggered, the post will proceed to full job sizing. Job sizers will agree the toolkit and share the outcome with the Head Teacher (for sharing with the post holder).

If insufficient criteria have been met, the completed review criteria checklist will be emailed to the Head Teacher (for sharing with the post holder) with an accompanying explanation as to why triggers have not been met. There is no appeals process around the review criteria checklist and the postholder is welcome to request another review in a years' time should they think circumstances have changed.

COUNCIL INITIATED REVIEWS

The Council will initiate a review of one or more promoted posts if there is an indication of a change to the whole school data and/or the responsibilities of a post where there is a likelihood of the review resulting in a change to the job-size score. This would typically be a full school review following the Annual Pupil Census due to the category A Roll related trigger having been met, or in cases where there has been an addition/removal of a service such as Nursery provision or Primary ESB provision.

CENSUS REVIEW

As the census takes place in September, census reviews are included in the 1 August to 31st January review window and therefor have an effective date of 1 February. Finance and HR should be notified of outcomes prior to financial year end.

Timeline

August	Head Teachers receive the internal annual census return, this communication flags the annual post census job sizing exercise and effective date of 1 February.
September	Census and return submission
October	The job sizing Team will identify which schools have met the category A trigger
November	Rolls are verified and submitted to the Scottish Government. Once verified, the Job Sizing team will re-check the job sizing trigger against the verified rolls in case of differences.

	The verified rolls match the rolls published annually in March. The Job Sizing Team will email Head Teachers of impacted schools to notify them that their school has triggered a full school review with effect from 1 February. Full instructions are included.
Start of Session January	School deadline for returning completed toolkits
January - March	Job Sizing will be undertaken and signed off and salary adjustments made if required. In the case of salary reductions being likely – these reviews will be prioritised to avoid overpayments.

OTHER REVIEWS

If there is a central decision taken that leads to a category A change being triggered this would trigger a job sizing review for the relevant post holder(s) typically this would relate to the removal or addition of a provision in school such nursery or primary ESB provision. It is the service area staff responsibility to ensure the Job Sizing Team is kept up to date on any changes proposed.

VERIFICATION OF CONTENT

When validating information provided on the Job Sizing Toolkit the Job Sizers will refer to:

- Whole school data collated after each September Census
- Budget Information Provided by Schools Finance
- DSM Staffing structure
- Agreed responsibilities and tick boxes (agreed as part of Management Restructuring)
- School Timetable

The job sizers will validate entries in the questionnaire and ensure that there has been no double counting of responsibilities. Querying where necessary.

Consideration will be given to whether changes to the whole school data and/or responsibilities of the post could have a possible impact on the remit and/or responsibilities of any other post in the school, which may thus require to be reviewed at the same time.

If a questionnaire cannot be validated, the co-ordinators will provide a rationale to the postholder in writing. The co-ordinators may ask for the questionnaire to be resubmitted with additional supporting documents.

NOTIFICATION OF JOB-SIZING RESULT

Once signed off, the Job-Sizing Team will email the Head Teacher and Business Manager with the outcome. It is the Head Teacher's responsibility to communicate outcomes timeously with relevant post holders, where appropriate. In the event to a change to salary, the HR team will be in touch with the postholder direct to confirm changes e.g. salary conservation, back pay, overpayment etc.

It should be noted that the outcome may lead to;

- No change to job score with no change to grade.
- Increase job score with no change to grade.

- Increase job score with change to grade.
- Decrease job score with no change to grade.
- Decrease job score with change to grade.

Grade changes for vacancies, or grades determined for new posts created and posts changed under Service Review, will apply upon the agreed date for the commencement of duties.

HR and Finance teams are informed of changes to grades.

Please note there is no scope for backdating as a result of a job-sizing review.

Contact details for the Job-Sizing Team can be found on Appendix 1.

TEMPORARY POSTS AND JOB SIZING

There may be occasions when authority might be given to the creation of additional promoted posts using external funding streams. For example, Pupil Equity Funds. When such additional promoted posts are being considered there are a number of factors that have to be taken into account when considering the associated remits:

- Posts must have no impact on other post holder remits and no double counting of responsibilities
- Any duties relating to staff or budget management for these posts can only come from the additional funding source, they cannot have responsibility for staff or budget funded via DSM.
- These posts must be project linked and can only run for up to 23months

RIGHT OF APPEAL

There is no mechanism to appeal the outcome of the job-sizing of a post unless the postholder is of the view that the process set out in this policy and procedures document has not been followed correctly.

A postholder wishing to appeal must do so within ten working days of the job sizing outcome communication by their Head Teacher. The appeal must be in writing to the Head of Service for their school setting out clearly at which stage in the process the perceived error has occurred.

The Head of Service will respond to the appeal within 10 working days.

There are two possible outcomes from an appeal:

- The appeal is upheld and remitted back to the co-ordinators to re-size;
- The appeal is not upheld

LOCAL AGREEMENTS

Secondary Schools

Business Rules were prepared as part of Management Restructuring whereby agreed remits were set for promoted posts in school. This included remits being aligned with the job sizing toolkit to ensure

no double counting across posts and also recognition that 'multiple posts' being job sized through one individual school toolkit i.e. DHT and PSL posts.

Job sizers use an agreed grid to identify which tick boxes are applied to each post to ensure consistency.

Subsequent reviews of DHT and PSL posts have taken place and outcomes are incorporated into job sizing.

Primary Schools

Principal Teachers are not routinely job sized, PT posts in schools where there is at least one DHT are set at point 1, PTs in schools where there is no DHT are set at point 2. Where a HT wishes to restructure and potentially bring in a PT instead of a DHT, the individual posts will be job sized as part of a wider restructuring exercise.

Special Schools

Principal Teachers are not routinely job sized, they are set at point 1 across all schools.

Depute Head Teachers can exceptionally claim job sizing points for the direct management of non teaching staff (normally reserved for BMs only).

Head Teachers can exceptionally claim job sizing points for the direct management of non teaching staff (normally reserved for BMs only) and also for behavioural Management.

Additional points for HTs and DHTs will be calculated by the job sizers and added to the overall job sizing score. An assumption is made that the Business Manager in a Special school is responsible for the direct management for all office staff and up to 5fte Pupil Support staff.

Job Sizing Documents and Storage

We do not require or store paper documents with physical signatures. A covering email from the HT and post holder, if relevant, is sufficient proof of agreement. For example, if an individual postholder has requested a review, documents returned via email by the HT confirming they have jointly completed and with the post holder copied in, would be sufficient.

To avoid duplication of work we use/share the Toolkits instead of Questionnaires, the information on both is the same.

All the following documents are stored Electronically:

- Emails remain in the job sizing mailbox
- Finalised signed off toolkits
- Review Criteria Checklists
- Most recent Job sizing outcomes and Halo conversations are saved in the Job Sizing logs
- All Salary Instructions to HR

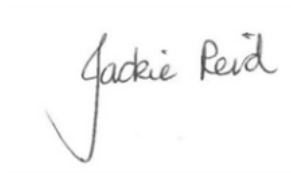
REVIEW

This agreement will be reviewed 2 years after implementation or earlier if either Joint Secretary requests.

LOCAL AGREEMENT (In accordance with the LNCT Recognition and Procedure Agreement)

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future needs.

Signed



Jackie Reid
Joint Secretary
Management Side



Alison Murphy
Joint Secretary
Teachers' Side

Date 27th August 2025

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