



LNCT Agreement 5: Protocol for Job Sizing of Promoted Posts

(Revised July 2026)

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 SNCT Handbook, Part 2 – Appendices 2.2-2.4, [Part 2 - SNCT](#), 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 other establishments are to be job-sized or re-sized and will be known as the Protocol for Job-Sizing of Promoted Posts. This protocol has been agreed with the teaching unions and is in keeping with the requirements of the 21st Century Agreement and SNCT circulars.

Job Sizing Process

Job Sizing Group

- (a) The Job-Sizing Group (JSG) consist of trained job-sizing co-ordinators from Schools, Learning and Education (SLE) management, teachers' trade union representatives and HR advisers.
- (b) Job-sizing co-ordinators must have received training from SNCT trainers.
- (c) A minimum of three job-sizing co-ordinators (one management, one teachers' side and one HR) will be involved in any job-sizing or review.
- (d) The role of the JSG is to work together to ensure that the job-sizing process is efficient, fair and transparent.
- (e) The JSG is tasked with:
 - Considering applications for job-sizing review and using the SNCT Review Criteria to decide whether re- job-sizing of a post is necessary.
 - Providing advice on interpretation of terms and/or assistance with completion of the relevant documentation.
 - Validating and signing off all information submitted in the Job-Sizing Questionnaire.
 - Processing all data through the Job-Sizing Toolkit.
 - Meeting eight times per year, or more as required in exceptional circumstances.
 - Details of JSG meeting dates are available on MyPortal.

New Posts

- (a) New posts are defined as posts that have not previously existed in an establishment, but have been created due to a revised management structure agreed for that particular establishment.
- (b) New posts will be agreed and job-sized, following approval from the Chief Education Officer (CEdO) in accordance with accepted management structures for each sector. The Headteacher HT/School Resource Officer will be asked to complete the job-sizing questionnaire for a new post and liaise directly with the JSG, see Appendix 1. A current Data Sheet must also accompany the questionnaire, see Appendix 2. Both the CEdO and the HT/SRO will be informed of the relevant grade for the new posts. When job-sized the normal recruitment procedures will apply. However, in exceptional circumstances, posts may be advertised where approval has been given by the CEdO. Job-sizing will take place as soon as possible, after appointment.

Vacancies

- (a) Where an existing post becomes vacant or where a long-standing vacancy is to be filled, the HT/SRO shall, in the first instance, notify the Education Business Team/HR Business Partner.
- (b) When the requirements are met for the re-sizing of a post then the steps outlined below should be followed. If there is no requirement to re-size an existing post then the usual method of recruitment will apply.
- (c) For posts of Depute Headteacher, Faculty Manager and Principal Teacher, the HT/SRO must sign the job- sizing questionnaire confirming that the information provided accurately reflects the remit of the post and forward directly to the Education Business Team/HR Partner. The school's Data Sheet must also be submitted.
- (d) A vacant post will require to be job-sized where three years have elapsed since it was last sized. This includes temporary and permanent posts.
- (e) In the case of a HT post meeting the criteria in (d) above, the relevant DHT posts must also be sized, where three years have elapsed since they were sized.
- (f) For HT posts, the CEdO, or nominee, must sign the job-sizing questionnaire to confirm that the information provided accurately reflects the remit of the post and forward directly to the HR Business Partner.
- (g) In reviewing the questionnaire the JSG will take account of the remits, whole school data, SNCT criteria (in the case of re-sizing) and the potential impact on other promoted posts within the school.
- (h) Any anomalies will be discussed and resolved at this point with the Headteacher/CEdO or nominee.

Initiating a Review

In accordance with SNCT guidelines, a post can be re-sized at the request of the post holder or the SLE Service. Where a post holder believes a review appears appropriate they should discuss this initially with their HT. There are two occasions identified for the purpose of reviewing posts:

- November with implementation from 1st February of the following year.

- May with implementation from 1st August, the same year.

A post will only be reviewed once in any twelve-month period. The job-sizing co-ordinators, as a result of the September Census will review changes against the criteria for changes and so prompt job-sizing of relevant posts.

As per SNCT guidelines, the table below details the criteria for initiating review (Appendix 3).

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 B before a review can take place.

- Where the above criteria are met, the post holder should complete the Request for a Review form (Appendix 3), in consultation with the HT and the HT/SRO should forward this to the Education Business Team/HR Business Partner. The post holder should identify the criteria against which they are requesting the review of their post. Where the JSG believe there is a need for review, this will be discussed with the post holder and if applicable, they will be asked to complete a job-sizing questionnaire.
- The completed questionnaire should then be signed off by the HT, validated by the JSG and then processed through the toolkit.
- There may be cases where a post holder is not employed within the SLE Service. All teaching posts (and associated professional posts) covered by the SNCT Handbook, are subject to sizing as per SNCT guidance.

Notification of Job-Sizing Result

- On completion of the job-sizing exercise, the JSG will notify the HT and the CEo, or nominee, of the outcome.
- It should be noted that the outcome may be:
 - No change to pointage with no change to grade.
 - Increase pointage with no change to grade.
 - Increase pointage with change to grade.
 - Decrease pointage with no change to grade.
 - Decrease pointage with change to grade.
- Any change to salary resulting from job-sizing will be effective depending on what time of the year the jobsizing questionnaire is submitted:
 - November submission – effective from 1st February the following year.
 - May submission – effective from 1st August, the same year.
- Where the outcome results in the salary being downgraded for the post, cash conservation will apply as defined in Part 2: Section 1 – Pay, point 1.63 of the SNCT Handbook, [Part 2 Section 1 - SNCT](#).

There will be a three year period of cash conservation.

- (e) Where there is a change of grade, the HT must contact the Education Business Team/HR Business Partner with the appropriate effective date as above.
- (f) Please note there is no scope for backdating as a result of a job-sizing review.

Dual Headships

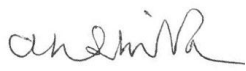
SNCT guidance will be followed, ie the post of HT in both establishments will be combined and sized.

The authority reserves the right to exercise discretion in increasing the salary of such posts, following the job-sizing process.

Signed: 

Bryony Monaghan, Co-secretary LNCT

Date: 31 July 2026

Signed: 

Ann Skillen, Co-secretary LNCT

Date: 31 July 2026

Appendix 1: A Teaching Profession for 21st Century

Job-Sizing Questionnaire (2002)

How to complete your questionnaire

[Appendix 2.2 Annex A - SNCT](#)

Who should complete the questionnaire?	This questionnaire should be completed by the following post holders: Headteachers (HTs). Depute Headteachers (DHTs). Faculty Managers (FMs). Principal Teachers (PTs). Any other Promoted Posts on SNCT Pay Scales (eg Educational Psychologists and Quality Improvement Officers).
Which sections of the questionnaire should I complete?	DHT, FM and PT post holders should complete all sections of the questionnaire where these are applicable to the post. HT post holders should complete: Question 2.4 (where applicable). Questions 3.3 and 3.5 (where applicable). The responsibilities of HTs relating to Section 1 of the questionnaire are determined by whole school information which will be provided by the SLE Service.

Appendix 2

JOB SIZING SPREADSHEET			
School	X School		Source/date
Date Completed			
Total school roll at census			
Total P4-P7 roll at census			
Projected roll for next August			
Projected roll for P4-P7			
Nursery (Maximum) Nos			
FME for P4-P7 or S1-S6			
Projected staffing from August 18			
Headteacher / Head of Establishment			
Depute Head			
PTs			
Teachers			
Total Teaching	0.00		
No of Classes from August 18			
Nursery Classes			
Core Support Hours			
ASN Support Hours			
ECE's			
Total Support Hours			
FTE equivalent (/35)	0		
	#DIV/0!		based on 35 hour working week
%age FME			
School Board Statement			
Nursery Board Statement			
Other Provisions			
Total Board Statements			
Devolved amounts =			
0480			
0633			
0817			
0844			
1350			
1880			
2010			
2960			
4001			
total devolved - school	£0		
	£0		
	£0		

add Nursery 1350 + other
1350 Total devolved transport
provided

**Curriculum Development/Quality
Assurance HT:**

DHT:

Teaching Commitment

Notes;

Please include dates and source i.e seemis 01/05/18

Please include breakdown i.e 40 admin, 80 core 30 F+C

Please include breakdown of predictable and exceptional hours

Please give a breakdown of assigned year groups AND the number of classes at
each stage i.e HT P1-P3 = 5 classes (2x P1 + 3 x P2) DHT P4-P7 (2 x P3, 2 x P4
3x P5 etc

Please give break down where possible

Appendix 3: Individual/Management Request for a Review

Name			Post			School		
A Changes	Posts Affected	Met	B Changes	Posts Affected	Met	C Changes	Posts Affected	Met
1.4 formal depute	DHT		1.4 number of schools	DHT/PT		1.14 transport to school	HT/DHT	
1.4 number of schools	HT		1.11 number of staff	HT/DHT		2.4 health and safety	All	
1.9 type of establishment	HT		1.12 free school meals	All		3.2 school improvement plan	DHT/HT	
1.10 school roll	All		1.13 size of school budget	HT		3.3 subjects and NQs	All	
2.1 direct line management teachers	DHT/PT		1.14 multi-site	HT/DHT		3.5 timetabled teaching 5 hours	All	
2.2. direct line management other staff	DHT/PT		2.3 budgets	DHT/PT		4.1 change to entries against question 4.1	DHT/HT	
3.4 learning/behaviour support	DHT/PT		3.3 classes	All		4.2 guidance, pastoral care r pupil welfare	DHT/HT	
			3.4 other responsibilities listed in question 3.4	DHT/PT		4.2 formal guidance responsibility	DHT/HT	
			3.5 timetabled teaching 10 hours	All		4.3 pupil assessment	DHT/HT	
			4.2 formal responsibility	DHT/PT		5.1 work with parents	DHT/HT	
						5.2 lead work with colleagues	DHT/HT	
						5.3 work with other establishments/agencies	DHT/HT	
Total:			Total:			Total:		

Signed: _____

Postholder

Date: _____

Signed: _____

HT/SRO/Head of Education

Date: _____