Education, Skills and Community Wellbeing Directorate
Policy

# Job-sizing (and Additional Payments to Teaching Staff) – Guidance for Headteachers

## 2024

Dumfries and Galloway Council

This Protocol applies to those employed on SNCT Pay Scales.

## 1 POLICY STATEMENT

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 Job-Sizing 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 Jobsizing Questionnaire.

The following procedures should be followed when promoted posts in schools are to be Job-sized or re Job-sized.

This Protocol applies to those employed on SNCT Pay Scales.

## 2 JOB-SIZING PROMOTED POSTS

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 Job-Sizing 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.

The following procedures should be followed when promoted posts in schools are to be Job-sized or Re Job-sized.

## JOB-SIZING PROCESS

### A. JOB-SIZING TEAM

a. The Job-Sizing Team consists of trained Job-Sizing Co-ordinators from Management and Teachers' trade unions representatives, nominated by the LNCT.
b. Job-Sizing Co-ordinators must have received training either directly by the SNCT trainers or locally by other trained Job Sizing co-ordinators.
c. At least two Job-Sizing Co-ordinators (one representative from management and one representative from teachers) are normally involved in any Job-Sizing or Job-Sizing Review.
d. The role of the Job-Sizing Team is to work together to ensure that the Job-Sizing process is efficient, fair and transparent.
e. The Job-Sizing Team:

I. Consider applications for Job-Sizing Review and use the SNCT Review Criteria to affirm whether re Job-Sizing of a post is necessary (in reviewing the questionnaire 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.
II. Consider Job-Sizing for new posts.
III. Provide advice on interpretation of terms and/or assistance with completion of the relevant documentation.
IV. Validate and sign off all information submitted in the Job-Sizing Questionnaire.

**B. VACANCIES**

a. Where an existing post becomes vacant or where a long-standing vacancy is to be filled, the Headteacher/Senior Manager shall, in the first instance, notify the Education People Team via the mailbox: EducationPeopleTeam@dumgal.gov.uk.

b. When the requirements of SNCT 28 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 normal method of recruitment will apply).

I. For posts of Depute and Principal Teacher, the Headteacher/Senior Manager must sign the job-sizing questionnaire to confirm that the information provided accurately reflects the remit of the post and forward directly to the Education People Team.

II. Any vacant post requires to be job sized by the Job-Sizing team

III. In the case of a Headteacher post meeting the criteria in (II.) above, the relevant Depute Headteacher posts must also be job-sized, where 3 years have lapsed since they were also Job-Sized.

IV. For Headteacher posts, the Schools' Manager – People must sign the Job-Sizing Questionnaire to confirm that the information provided accurately reflects the remit of the post and forward directly to the Education People Team.

c. Any anomalies will be discussed and resolved at this point with the Head Teacher/Senior Manager.

**C. NEW POSTS**

a. New posts are defined as posts that have not previously existed in the school or establishment, but exist in a revised management structure agreed for the particular establishment.

New posts will be established and Job-Sized within agreed management structures. The Headteacher/Senior Manager will be asked to complete the Job-Sizing Questionnaires for new posts and liaise directly with the Job-Sizing Team. Both Education, Skills and Community Wellbeing Directorate and Head Teacher/Senior Manager will be informed of the relevant grade for new posts. Once Job-Sized the normal recruitment procedures will apply. However, in some circumstances, posts may be advertised 'subject to Job-Sizing' however this must be clearly stated on the advertisement.

**D. INITIATING A REVIEW**

a. Post holder: In accordance with SNCT 28, a post can be re-sized at the request of the post holder or Education, Skills and Community Wellbeing Directorate. Where a post holder believes a review appears appropriate they should initially discuss this with their Head Teacher/Senior Manager. There are two occasions, during the year, identified for the purpose of reviewing posts. These are a) in November with implementation from 1 February of the following year and b) May with implementation from 1 August, the same year. A post will only be reviewed once in any twelve-month period.

b. Annual Review: The Education People Team, as a result of the annual September Census, review changes against the criteria for changes and so prompt job sizing of relevant posts. This is done in January.

c. Where the above criteria are met, the post holder should complete the 'Job Sizing Questionnaire' and return this to the Job-Sizing Team. The post holder should identify the SNCT 28 criteria against which they are requesting the review of their post. Where the Job-Sizing Team believe there is a need for a review, this will be discussed with the post holder and if applicable, they will be asked to complete a Job-Sizing questionnaire and return this to the Job-Sizing Team for their post to be sized.

d. The completed questionnaire should then be signed off by the Head Teacher/Senior Manager and validated by the Job-Sizing Team. The completed questionnaire will then be processed through the toolkit.

**E. NOTIFICATION OF JOB-SIZING RESULT**

a. On completion of the job-sizing exercise, the Job-Sizing Team will notify the Head Teacher/Senior Manager of the outcome.

b. It should be noted that the outcome may result in:
- 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.

c. Any change to salary resulting from job-sizing will be effective depending on what time of the year the job-sizing questionnaire is submitted (November submission – effective from 1 February the following year. May submission – effective from 1 August, the same year).

d. Where the outcome results in the salary being downgraded for the post, cash conservation will apply as defined in Para 1.62 of the SNCT Handbook.

e. There is no scope for backdating as a result of a Job-Sizing review.

**F. RIGHT OF APPEAL**

There is no right to appeal the outcome from the Job-Sizing process.

**Appendix**

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 taken place. |
| TYPE **C** CHANGES | Requires **three** other changes of Type C before a review can take place. |
| Table 1 | Job Sizing Criteria Check – Overview |
| Table 2 | Job Sizing Exercise Timeline |

**Please refer to SNCT Handbook for further information**

**Job-Sizing Co-ordinators as at June 2024 are:**

| **Teacher Representatives:** | **School Management Representatives:** |
|---|---|
| Graeme Campbell | Kenny Pullen |
| Elaine Dennis | Fiona McCallie |
| Sarajane Moffat | |
| Jay Young | |

## 3 TEMPORARY PROMOTED POSTS

It can be necessary to appoint staff into a temporary higher paid position. Normal recruitment procedures should be followed to ensure a fair and consistent process is followed. Advice should be sought from the Education People Team prior to commencement of this process. Normally staff appointed to a higher paid position would receive a temporary contract. On some occasions it may be necessary to pay a member of staff on **Higher Paid Duties** for a short period of time. It should be clearly identified what proportion of the duties are being covered at the higher rate. In order to progress Higher Paid Duties the school must ensure close consultation with the Education People Team prior to actioning this.

## 4 ADDITIONAL PAYMENTS

a. On some occasions, schools may wish to offer additional payments for particular tasks, which staff may undertake. These may include Easter School, Study Support, Pupil Equity Funded tasks etc. Additional Payments must only be made when staff undertake tasks/ activities **in addition** to a member of staff's normal 35 Hour Week.
b. At all times there must be clearly defined and measurable outcomes where an additional payment is being considered.
c. Managers will be asked to specify this when defining the role.
d. Managers should calculate the cost of any additional tasks which require to carried out in terms of the approximate number of hours required.
e. All appropriate staff should have access to any additional payments through an open and transparent process within the school. Staff should apply for the additional payment through procedures agreed at school level.
f. The agreed rate of pay for any additional payment is calculated at SP0105 of the main grade teachers' scale (calculated at (£SP05 salary) / 1645hrs).
g. Payment of Additional Payment will be authorised through a Timesheet to Education People Team for final sign off prior to submission to Finance for authorisation and payment.
h. Managers are responsible for assessing and reporting on the impact of Additional Payments.

# Document History

## Scheme Guidance

| Version | Revision Date | Previous Revision Date | Summary of Changes |
|---|---|---|---|
| 1.0 | 1 May 2018 | N/A | Final draft completed |
| 2.0 | | | Review Date: May 2019 |
| 3.0 | Dec 2020 | | Changes to 4 (f) reflecting pay scale changes, Job-Sizing Co-ordinators and directorate naming conventions. |
| 4.0 | 29 April 2021 | | Changes to 4 (f) reflecting pay scale changes. |
| 5.0 | June 2024 | | Naming of policy. Changes to reflect Job-Sizing Co-ordinators and directorate/ department naming conventions. Tables 1 and 2 in pdf version only. |
| 6.0 | Oct 2026 | | Update under Section B b(II) and table of Job-Sizing Co-ordinators |

## Committee Approval

| Version | Committee | Committee Date |
|---|---|---|
| 1 | LNCT | 1 May 2018 |
| 2 | LNCT | 21 May 2024 |