Inverclyde Council

Education Services



LNCT 14 – Job-sizing Protocol and Appeal Procedure

November 2026

This agreement should be read in conjunction with LNCT Agreements 04,05 and where relevant 09 and 16

The Scottish Negotiating Committee for Teachers (SNCT) has reached agreement on the method to be used in determining the appropriate remuneration for promoted posts. The means by which this is determined is known as the "toolkit". The toolkit measures a number of factors, and the overall score (job-sizing points) is used to identify the appropriate point on the pay scale for each post. This information is made available to promoted post holders when a post is sized. The information and guidance on job-sizing, and job-sizing reviews, for promoted posts is to be found in the SNCT Handbook , Part 2, Appendix 2.2, including Annex A and Annex B; Appendix 2.3 including Annex A.

This agreement sets out the procedures to be followed when promoted posts in Primary, Secondary and Additional Support Needs schools are to be job-sized, or a job-sizing review is planned.

Job-sizing Process

New Posts

New posts are defined as posts that have not previously existed in a school but exist in the management structure agreed for the school, see LNCT 09 and 16, unless circumstances affecting the school change. 'New posts' include all new promoted posts funded through Pupil Equity Funding (PEF), whether full or responsibility posts (See LNCT 04 and Appendix 1)

When a new promoted post has been approved, it will be job-sized using the toolkit. Head Teachers will be asked to complete the job-sizing questionnaires for any new post, and they will liaise directly with the Job-Sizing coordinators.

Education Services and the Head Teacher will be informed of the relevant pay point for the new post. Once a new post is job-sized, the normal recruitment procedures will apply.

Vacancies

Core vacant promoted posts to be filled on a temporary basis will not be subject to job-sizing.

In line with LNCT Agreements 11, 12 and 13, when an existing permanent promoted post becomes vacant, the job-sizing criteria, set out in Table 1 below, will be assessed and if required a job-sizing review will take place before the beginning of any recruitment process.

Type A changes:	automatic review
Type B changes:	requires at least one other type B change 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

These posts can be identified in a number of ways:

- Through normal recruitment - when a VAC1 form is submitted the Job Evaluation Team will be notified
- The School Business Officer will advise the Job Evaluation Team when a promoted post becomes vacant within their schools' clusters and whether there has been a change of remit
- Through the Staffing Procedure – Head Teachers or School Business Officers will alert the Job Evaluation Team to any upcoming vacant promoted posts
- Through retiral applications – HR Operations will notify the Job Evaluation Team of any retiral applications from promoted postholders

If there is no requirement for a job-sizing review to take place after the criteria check, then normal recruitment procedures will apply.

If a job-sizing review is required, then the process will be:

a) For the posts of Depute Head Teacher (DHT) and Principal Teacher (PT), the job-sizing questionnaire should be completed in line with the guidance document, signed by the Head Teacher and forwarded directly to the Job Evaluation Team - HRJobEvaluation@inverclyde.gov.uk

b) For Head Teacher (HT) posts, job-sizing questionnaires should be completed and forwarded to the Head of Education.

c) The Job Evaluation Team will complete the Job-Sizing Toolkit in consultation with the Trade Union Side representative

d) The Job-Sizing coordinators will arrange to meet with the Head Teacher (or Head of Service for the purposes of a HT toolkit) to review the questionnaire and toolkit and discuss and resolve anomalies, giving consideration to all relevant data and any potential impact on other promoted posts within the school ahead of signing off the toolkit.

e) Successful post holders can request access to the most recent job-sizing questionnaires for their post.

Initiating a Review outside normal recruitment processes

In accordance with the SNCT Handbook, Part 2, Appendix 2.3 and its Annex A, a job-sizing review for any promoted post can be initiated at the request of the post holder or Education Services. Where a post holder believes a review appears appropriate, they should initially discuss this with their Head Teacher. Staff should be aware the job sizing can impact on the salary for that post positively or negatively.

There are two occasions during the year identified for the purpose of reviewing posts. These are: i) at, or around, the end of the school session with implementation from 1st August in that year and ii) December with implementation from 1st February the following year.

A post will only be reviewed once in any twelve-month period. Where Education Services believe there is a need for a review, for example rationalization of the school estate, expansion of service provision within a school, or a significant change in staff numbers, this will be discussed with the post holder.

The headings set out in Table 1 outline what has to happen prior to a review of any post taking place. Full details of the criteria can be found in the SNCT Handbook Part 2, Appendix 2.3: Annex A.

Table 1

Type A changes:	automatic review
Type B changes:	requires at least one other type B change 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

When the criterion for a review has been met, the post holder, in all cases, will complete a new job-sizing questionnaire. The completed questionnaire should then be signed off by the Head Teacher, or Head of Education when a HT post is being reviewed. The process as outlined above is then followed.

Once the job-sizing questionnaire has been processed through the toolkit, the result will be sent to the post holder, Head Teacher and Education Services. The Council's Finance Department will also be informed of any resulting changes in the salary point, through the Change of Circumstances form.

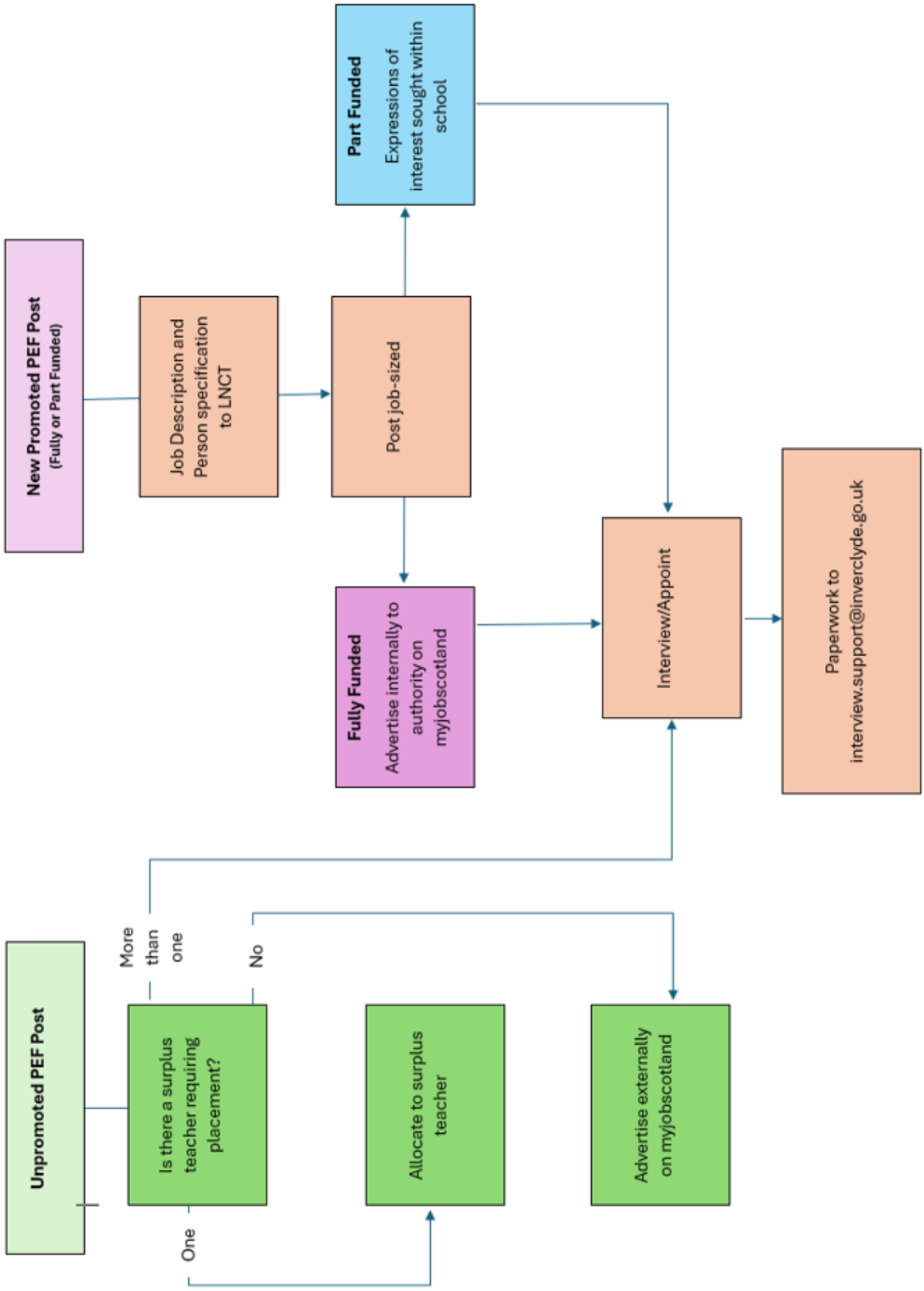
Job-Sizing Appeals

The job-sizing appeals process is outlined in Appendix 2.

Agreement Review

This agreement will be reviewed in line with LNCT agreed review cycle.

Appendix 1


New Promoted PEF Post
(Fully or Part Funded)
Job Description and Person specification to LNCT
Post job-sized
Part Funded
Expressions of interest sought within school
Fully Funded
Advertise internally to authority on myjobscotland
Interview/Appoint
Paperwork to interview.support@inverclyde.go.uk
Unpromoted PEF Post
Is there a surplus teacher requiring placement?
More than one
No
One
Allocate to surplus teacher
Advertise externally on myjobscotland

Appendix 2

Job-sizing Appeal Hearing Procedures

1. A member of the Education Directorate and a trade union representative nominated by the Teachers' Side of the LNCT will jointly chair the Appeals Panel. Individual hearings should normally last no more than thirty minutes.

2. The appellant will present her/his case and produce, if they desire, supporting evidence.

3. The Job-Sizing coordinator(s) with responsibility for the appellant's job-sizing exercise will present their case.

4. Both the appellant and the Job-Sizing coordinator(s) will have the right to ask questions of each other.

5. The joint chairs hearing the appeal may ask questions of both parties at any stage.

6. Both the appellant and the Job-Sizing coordinator(s) will be given the opportunity to sum up, introducing no new material.

7. The appellant and the Job-Sizing coordinator(s) will then leave the hearing.

8. The joint chairs will then consider the evidence in private.

9. The appellant will be notified of the outcome of the appeal, normally within 5 working days of the hearing. If for any reason this timescale cannot be met, the appellant will be informed why, and a new timescale agreed.

10. If the appellant is unhappy with the outcome of the appeal, they may make a final appeal on this to the SNCT.