

## **Introduction**

Any promoted postholder can ask for a review of their job size provided they meet the eligibility criteria set out by the Scottish Negotiating Committee for Teachers (SNCT) in the SNCT Handbook of Conditions of Service. A copy of this is available on the SNCT website at [www.snct.org.uk](http://www.snct.org.uk).

You will need to refer to this paper in order to decide whether or not your post qualifies for review.

The criteria are designed as a quick indicator of whether a change to your post or the circumstances of the school is likely to be significant in relation to the job size score. If the criteria are met a full review of your post will be undertaken. It is important to remember that even where the post is reviewed the review may not result in a change of job size score that is enough to effect the salary point.

## **Review Criteria**

The criteria are split into three categories. These are described as:

**Category A - Major changes**

**Category B - Intermediate changes**

**Category C - Minor changes**

To be eligible for review, any changes to responsibilities of the post since the last job sizing took place must show:

**At least one “A” change**

or

**At least one “B” change plus two “C” changes**

or

**At least two “B” changes**

or

**At least four “C” changes**

## **When to Review**

There are two points in the year when a review can be triggered. The main review time is at or around the end of the school session with any resulting changes to be implemented from 1 August.

However, to take account of other changes that may arise, a further opportunity to request a review will be made available during December, with any resulting changes implemented from 1 February.

Under normal circumstances post can only be reviewed only once in any 12-month period.

## Outcomes of a Review

There are five possible outcomes of a job sizing review:

1. there is an increase in the job size score and an increase in salary
2. there is an increase in the job size score but no increase in salary as the score is in the same range as before
3. there is no change to the job size score and therefore no change to salary
4. there is a decrease in the job size score but no reduction in salary as the score is in the same range as before
5. there is a decrease in the job size score and a reduction in salary, in which case the relevant conservation rules will apply.

## Steps in the Process

If you believe your post has changed significantly since it was last reviewed you should discuss a review with your Head Teacher. If appropriate complete the Review Form which assists in making the assessment of whether your post has changed enough to merit a review. The Review Form is available from your Headteacher or on FISH.

Once you have completed the form and your Headteacher has signed it off you should then complete the full job-sizing questionnaire obtainable from your Headteacher or Education Service, Recruitment and Payroll Section.

Your Headteacher is required to validate the job-sizing questionnaire and both documents will then be sent to Education Service for attention by the job-sizing team.

Two job sizing co-ordinators, including one nominated by the Teachers' Side of the Fife LNCT, will validate the new questionnaire and apply the job sizing toolkit to determine the job size score.

You will be informed of the outcome and advised whether any change in salary will result.

## Dates for submission of forms

Requests for a review of job-sizing be submitted in line with the following timetable:

<u>Annual review process</u>	by 1 June in each school year
<u>Additional review</u>	by 8 December in each school year

The Education Service is obliged to monitor for changes in the Council level information which may impact on the job size score of posts. The monitoring exercise will be conducted each year at the main review time. The information the Service will monitor are detailed in the SNCT guidance but include school roll, number of staff and size of school budget.

The Service also needs to consider the potential impact on other posts when existing responsibilities are claimed by another promoted postholder.

Agreed at Fife Local Negotiating Committee for Teachers on 29 February 2008  
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