

## **Introduction**

1. Salary levels for promoted posts in schools are determined through the application of job sizing. The provisions for job-sizing and review of a job-size are laid down in the SNCT Handbook of Conditions of Service (referred to from this point as SNCT Handbook).
2. Under these provisions Fife Council is required to undertake a review of the job-size of a post where there is a significant change to that post. The SNCT have set criteria to help determine whether a change or changes to a post are significant.
3. This agreement sets out the Council's guidelines on job-size review and sets in place procedures to be followed in terms of initiating and conducting a review of job-size data where this is necessary. This should be read in conjunction with the relevant provisions in the SNCT Handbook.

## **Changes to posts which might affect the job-size score**

4. There are two points in the year at which a review can be triggered. The main review time is at, or around, the end of the school session (to be implemented from 1 August). There is a further opportunity to request a review of the post in December (effective from 1 February). Under normal circumstances a post can only be reviewed once in any twelve month period.
5. Both the Council and promoted postholders can seek a review of the size of a post. The Council would normally do this when core information has changed, e.g. school roll or budget, through an annual review at the main review time. A postholder would normally do this when he/she thought that the responsibilities of the post had changed. Such a review can be sought at any time though where a review is necessary this will be carried out at the next available review time identified above.
6. In both cases, the process for change is set under Part 2, Appendix 2.3 of the SNCT Handbook. The provisions clarify the circumstances in which a review should be carried out by the Council and confirms the right of an individual teacher to seek a review. The review will, however, only be carried out when the criteria are met.
7. Where the criteria are met a new job sizing questionnaire will be completed in full.
8. A how to guide and the job-size review form is available from Headteachers or on FISH. The job-sizing questionnaire can be obtained through Headteachers or from Education Service, Recruitment and Payroll Section.

## The review process

9. To ensure that job-sizing data is kept up to date the Education Service will undertake an annual update of whole-school data every June. Where this leads to a review and a change of salary, adjustments will be made from August of that year. In addition promoted postholders will have an additional opportunity to seek a review in December of each year. Any changes to salary will be applicable from the following February.

## Mechanism for change

10. The mechanism for review is set out in SNCT Handbook. To assist in making the assessment of whether a review is necessary the SNCT has broken the job-sizing questions down into 3 categories of possible change and sets out how many such changes are necessary before a review can take place:

**Category A - Major changes**                      *one change*

**Category B - Intermediate changes**    *two changes or  
one B & two C changes*

**Category C - Minor changes**                *four changes*

11. Where these criteria are met then a review will be undertaken. Where the criteria are not met there will be no review.

## Data Collection

12. The national provisions also clarify when and how data relevant to this exercise should be collected. A review for session 2007/2008 will use data collected as at the following dates:

### Whole-school data

- Roll figures from SEED Census                      September 06
- FME figures from    January 07
- Staffing levels from    April 07
- Budget from    April 07

### School and remit data (where relevant)

session 07/08

13. A review in session 2008/2009 will use data from the year after the dates shown in the table above and so on.

## Implications for salary

14. When the completed questionnaire has been processed through the toolkit and this results in a change in salary point, either an increase or decrease in the substantive pay point, the change will be effective from 1 August or 1 February

(dependant on the relevant review date). It must be noted that where a review is necessary this may not lead to any change in the substantive salary point.

15. For those postholders affected by a reduction in the substantive pay point the relevant conservation provisions will apply. Those appointed on or after 1 April 2001 will be cash conserved for a period of 3 years from the date of change as set out in Paragraph 1.60, 1.62 and 1.64 of the SNCT Handbook. Those appointed before 1 April 2001 will be subject to the conservation provisions set out in Paragraph 1.63 of the SNCT Handbook.
16. The SNCT Handbook is available at [www.snct.org.uk](http://www.snct.org.uk). LNCT Agreements are available in schools and on FISH.

Agreed at Fife Local Negotiating Committee for Teachers on 29 February 2008  
Produced by Fife Councils Human Resources Section  
9 April 2008, Version 1