

# Job Sizing

## Promoted Posts

Promoted post holders in schools are placed on the appropriate salary point, as determined by the job sizing process.

The job sizing process is based on a questionnaire which captures information on the responsibilities of the post and, in conjunction with the whole school information provided by the council, is then used to score the job through [the Job Sizing Toolkit](#). The questionnaire and explanatory notes are provided in [Part 2: Appendix 2.2, Annex A](#). [Part 2: Appendix 2.2, Annex B](#) sets out the job size scores allocation to salary spines.

Where a new post is being established or a vacant post reviewed, the questionnaire should be completed by the headteacher or senior manager and signed off by the job-sizing co-ordinators, nominated by the Council and by the unions in each LNCT.

## Job Sizing Review

There are two points in the year in which a review can be triggered, around the end of the school session to be implemented from 1 August or in December to be implemented from 1 February. In normal circumstances a post can only be reviewed once in any 12 month period.

A [job sizing review](#) will only take place once the [review criteria](#) are met. The review criteria refers to items in the Job Sizing Toolkit and should be read in conjunction with the Questionnaire and Job Sizing Notes of Guidance and Examples.

## Principal and Depute Educational Psychologists

The Job Sizing Toolkit for Principal and Depute Principal Educational Psychologists [can be accessed here](#).

The questionnaire and explanatory notes are provided in [Part 2: Appendix 2.4, Annex A](#). [Part 2: Appendix 2.4, Annex B](#) sets out the job size point to salary points.

Posts will be subject to resizing if any change in responsibilities results in a change in the banding in any section of the questionnaire