**Job Sizing Proforma**

Please complete the following Proforma and submit to [grading@falkirk.gov.uk](mailto:grading@falkirk.gov.uk) along with the completed Job Sizing Questionnaire, school timetable and SMT responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1 – Employee Details** | | | |
| **Name:** |  | **Post Title:** |  |
| **School:** |  | **Employee Number:** |  |
| **Faculty (if applicable):** |  | **Date post was last job-sized:** |  |

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| **Section 2 – Background to submission for Job Sizing** |
| **Please provide details below of the submission for Job Sizing:** |
|  |
| **Will this have an impact on other job holders (either in the same post or in a different post)? YES / NO** |
| **If yes, please provide details below of who is affected and what the impact will be:** |
|  |
| **Acting Arrangements:** Please note below any current acting arrangements within the school management team |
|  |

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| **Section 3a – Criteria for Review (to be completed for existing posts only)** |
| **In line with SNCT guidelines you need to show that changes to responsibilities involve at least:**   * **One ‘A’ change OR** * **One ‘B’ change plus two ‘C’ changes OR** * **Two ‘B’ changes OR** * **Four ‘C’ changes**   **Please note that if the post doesn’t meet these criteria the post will not be Job Sized.** |

Tick the relevant question numbers below to show the changes. The question numbers are taken from the Job Sizing Questionnaire and the table shows which posts are affected by each question change.

The review criteria can be found on the SNCT web-site in the following location:

<http://www.snct.org.uk/library/1290/SNCT-10-20%20Appendix%202.3%20Annex%20A.pdf>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **‘A’ Change** | | | **‘B’ Change** | | | **‘C’ Change** | | |
| 1.4 (formal) | DHT |  | 1.4 (no. of schools) | DHT/PT |  | 1.14 (transport) | HT/DHT |  |
| 1.4 (no. of schools) | HT |  | 1.11 | HT/DHT |  | 2.4 | ALL |  |
| 1.9 establishment | HT |  | 1.12 | ALL |  | 3.2 | DHT/PT |  |
| 1.10 roll | ALL |  | 1.13 | HT |  | 3.3 (subject & no’s) | ALL |  |
| 2.1 staff | DHT/PT |  | 1.14 (multi-site) | HT/DHT |  | 3.5 (5h) | ALL |  |
| 2.2 | DHT/PT |  | 2.3 | DHT/PT |  | 4.1 | DHT/PT |  |
| 3.4 (LS or BS) | DHT/PT |  | 3.3 (classes) | ALL |  | 4.2 (no. of entries) | DHT/PT |  |
|  |  |  | 3.4 (not LS or BS) | DHT/PT |  | 4.2 (1 band) | DHT/PT |  |
|  |  |  | 3.5 (10h) | ALL |  | 4.3 | DHT/PT |  |
|  |  |  | 4.2 (2 bands) | DHT/PT |  | 5.1 | DHT/PT |  |
|  |  |  |  |  |  | 5.2 | DHT/PT |  |
|  |  |  |  |  |  | 5.3 | DHT/PT |  |

On receipt of completed paperwork a Job Sizing Co-ordinator will contact you to discuss the next steps.

Signed: Date:

Print Name: Post: