



# SCHOOLS JOB EVALUATION NEWSLETTER



## What is Job Evaluation?

Job Evaluation (JE) is a way of assessing all posts within Torbay Council (including Schools) and is fundamentally about pay equality. It is one phase in helping the council or school fulfil its requirements under the 1997 single status agreement. It works out the relative size of a job in a fair, consistent and transparent way against a range of factors. When jobs have been evaluated, they are placed in order of rank and then linked to an appropriate level within the new pay and grading structure.

Job Evaluation is a joint project between Torbay Council and the trade unions.

Job evaluation is not about assessing the ability of the individual carrying out a job.

## How will this process be completed in the schools?

Torbay has taken the approach of developing a number of job profiles for roles that commonly occur in schools across the Bay area. This covers the majority of roles from finance and officer based jobs, teaching assistants/ learning support assistants, through to site staff.

Schools have been asked to undertake a process to match staff to one of these job profiles, based on the duties and responsibilities of the role. This does not have to be an exact match, but would need to be based on the majority of the duties and responsibilities in the job profile being the same or equivalent to the role being undertaken by the staff member.

Following this work these job profiles will need to be turned into full questionnaires (the same JEQs that are being used for the core council staff), in order to enable the JE team to carry out the full evaluation of the role. In order to complete this work with the minimum disruption to the key work of schools, a number of specific profile schools have been asked to complete the full profile JE questionnaires.

## Who are the profile schools?

The following schools have been selected as profile schools in order to help with this stage of the process:

- Sherwell Valley Primary School
- Preston Primary School
- Torquay Girls Grammar School
- Paignton Community Sports College
- Mayfield School

These schools have been selected, as between them they have the highest number of job profiles appearing across them. Each school will be asked to complete a group of jobs e.g. the finance roles or the premises roles. This will allow schools some scope in which questionnaires they will complete. These profile schools will be the first to be briefed and receive practical support from the JE team in order to ensure that questionnaires are fully reflective of the roles.

Certain job profiles will be split so that where a role occurs in a primary, secondary and special schools, a questionnaire will be done for each of these as well. This will ensure that any potential differences in outcomes that can be directly attributed to the type of school being worked in, are taken into account during this process.

## What about other schools?

The profile schools will receive their briefings at the start of the term, other school staff will be invited to one of a number of briefings that are being scheduled later in the month. These dates and locations will be communicated nearer the time. During this period the JE team are aiming to brief all staff on the project and process as well as answer any queries staff may have.

Once the profile schools have completed the profile questionnaires they will come back to the JE team for review. Following the review the JE team will send a pack of reviewed questionnaires back to each school to enable support staff to view and agree the content of the questionnaires.

At this stage staff will be advised which questionnaire they will be matched to, along with guidelines for what they would need to do next. Where staff do not feel that their role matches the questionnaire that has been developed, they will have a chance to submit a comments sheet detailing in which way they feel the role is different. This would need to change the content of the questionnaire significantly and would need to be agreed with the line manager before sending to the JE team.

## Unique jobs

The JE team are aware that a limited number of roles may not match one of the profiles that have been developed. These roles should have already been identified as part of the matching process. Staff identified as being in a unique role will be advised at the briefing stage along with guidelines on the completion of questionnaires, and how to make arrangements for practical support, which will be provided by the JE team.

## What if I have any questions?

If you have any questions regarding the matching process, or the profile you have been matched with, please contact your manager in the first instance. If the question relates to the overall job evaluation project or process within schools, please contact one of the JE team or your Trade Union representative or bring these questions along to the briefing sessions.

## Who to contact?

You can contact the Job Evaluation Project Team OR your Trade Union representative.

Job Evaluation Team: 01803 402 803 email: [job.evaluation@torbay.gov.uk](mailto:job.evaluation@torbay.gov.uk)

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