

People Directorate

Job Evaluation Policy



THINKING
personnel

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Sept 2021	1	Initially implemented
Sept 2025	2	Some small corrections. Removal of JE Questionnaire. Link to Career Framework. Updated flow charts.

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Table of Contents

1. Introduction	P3
2. Who does this policy apply to?	P3
3. About the Job Evaluation scheme	P3
4. Career Development Principles	P3
5. Evaluation Principles	P4
6. Evaluation of New Posts	P5
7. Re-Evaluation	P6
8. Appeals	P8

People Directorate

Job Evaluation Policy



1. Introduction

The Thinking Schools Academy Trust introduced job evaluation arrangements in 2021 in order to ensure a consistent and fair approach across the Trust with regard to support staff jobs.

These arrangements have been updated for September 2025 to incorporate better alignment with Career Development principles.

2. Who does this policy apply to?

This policy applies to all contractually employed support staff at Thinking Schools Academy Trust.

It does not apply other groups, such as teaching or casual staff.

3. About the Job Evaluation scheme

All evaluations will be carried out using the Local Government Single Status Job Evaluation scheme developed by the National Joint Council for Local Government Services.

The scheme consists of 13 factors which are outlined below.

1. Knowledge
2. Mental Skills
3. Interpersonal Skills
4. Physical Skills
5. Initiative and Independence
6. Physical Demands
7. Mental Demands
8. Emotional Demands
9. Responsibility for People
10. Responsibility for Supervision
11. Responsibility for Financial Resources
12. Responsibility for Physical Resources
13. Working Conditions

Senior manager roles are evaluated under the NJC Management scheme.

The full scheme is available on the Intranet.

4. The Career Development Framework and Principles

A Career Development Framework will be available from September 2025, and is explained here because this policy has been updated to dovetail with the framework.

The Framework has been designed to provide an overarching structure to job roles within the Trust, to help staff and managers to:



- Understand where their roles fit into their career pathway, and the wider role structure.
- Understand the additional competencies needed to move up the career pathway, and to plan CPD accordingly.
- Understand alternative routes of progression outside of their direct pathway, and to explore what competencies would be needed.

The framework also forms part of our approach to encourage a growth mindset.

The full framework is available on the Intranet.

5. Job Evaluation Principles

A post or group of posts will be subject to the job evaluation process in the following circumstances:

- a new post is created;
- an employee believes there has been a substantial change to their role (at least 25%);
- where a management review of the post results in a substantial change to the duties and responsibilities of the post;
- As part of a regular review of the Job Evaluation scheme, as agreed with the Trade Unions.

6. Evaluation of New Posts

Definition of New Posts

A post will be regarded as 'new' for the purposes of Job Evaluation where the duties and responsibilities identified in the job description have not existed before.

The grade for the new post will be determined using the procedure outlined in this policy prior to the commencement of any recruitment procedures either internally or externally, unless alternative arrangements are agreed by Senior Management.

This procedure should be built into the recruitment timetable accordingly.

Documentation Required

The line manager will be responsible for devising the Job Description and Person Specification with the support of HR where required for the new post, completing the job evaluation request form.

- Where possible, the line manager should identify a comparable post to aid the evaluation.
- These documents require approval by the Headteacher or Head of Service before they are submitted.
- These documents must be submitted to Head of Business Operations and HR Partner for review.

Evaluation

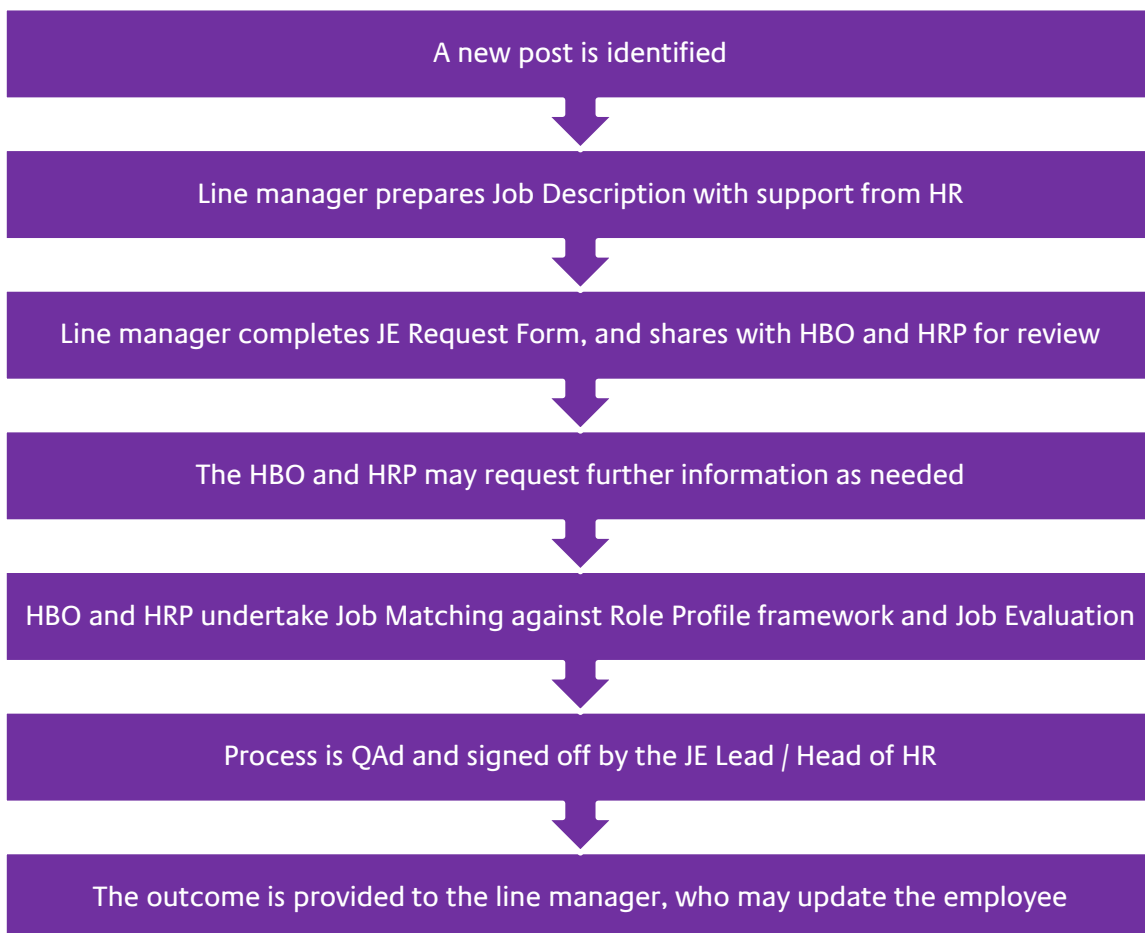
Stage 1 – The Head of Business Operations and/or HR Partner will undertake a formal evaluation using the NJC scheme, consulting with the line manager and/or Headteacher.

Stage 2 – The evaluation will be audited by the JE Lead or Head of HR, paying particular attention to any areas of concern. Where necessary, the evaluation will be revisited and subsequently re-evaluated. The JE Lead or Head of HR will consider where the factor sits within the organisation and will sign off the evaluation or if needed refer back for further evaluation.

Time scales

All evaluations of new roles will be reviewed and an outcome delivered within 10 working days of all paperwork being submitted. This should be built in to the recruitment process.

New Post Summary / flow chart





7. Re-Evaluation

An employee or the manager has the right to request a re-evaluation of the grading of their post if there have been substantial changes to the duties or responsibilities of their post, or where there has been a transfer of duties from elsewhere such that the character of the post is substantially altered. However, such a request may not be made within 12 months of either:

- Their appointment to the post, or
- The date of notification of any previous evaluation process

Whoever instigates a re-evaluation is required to complete the necessary paperwork.

If an employee requests a re-evaluation they must ensure they have the agreement of their line manager and Headteacher before submitting a request for re-evaluation.

In order for a role to be re-evaluated there must be a significant change of at least 25%.

Documentation required

A revised job description and person specification should be submitted highlighting the aspects of the post that have changed. The employee or line manager (depending who has instigated the review) will also be required to complete the re-evaluation request form.

These documents require approval by the Headteacher before they are submitted.

The documents must be submitted to Head of Business Operations and HR Partner for review.

Evaluation

Stage 1 – The Head of Business Operations and/or HR Partner will undertake a formal evaluation using the NJC scheme, consulting with the line manager and/or Headteacher.

Stage 2 – The evaluation will be audited by the JE Lead or Head of HR, paying particular attention to any areas of concern. Where necessary, the evaluation will be revisited and subsequently re-evaluated. The JE Lead or Head of HR will consider where the factor sits within the organisation and will sign off the evaluation or if needed refer back for further evaluation.

Timescales

All re-evaluations will be reviewed and outcome delivered in writing within 20 working days.

Effective date of salary change

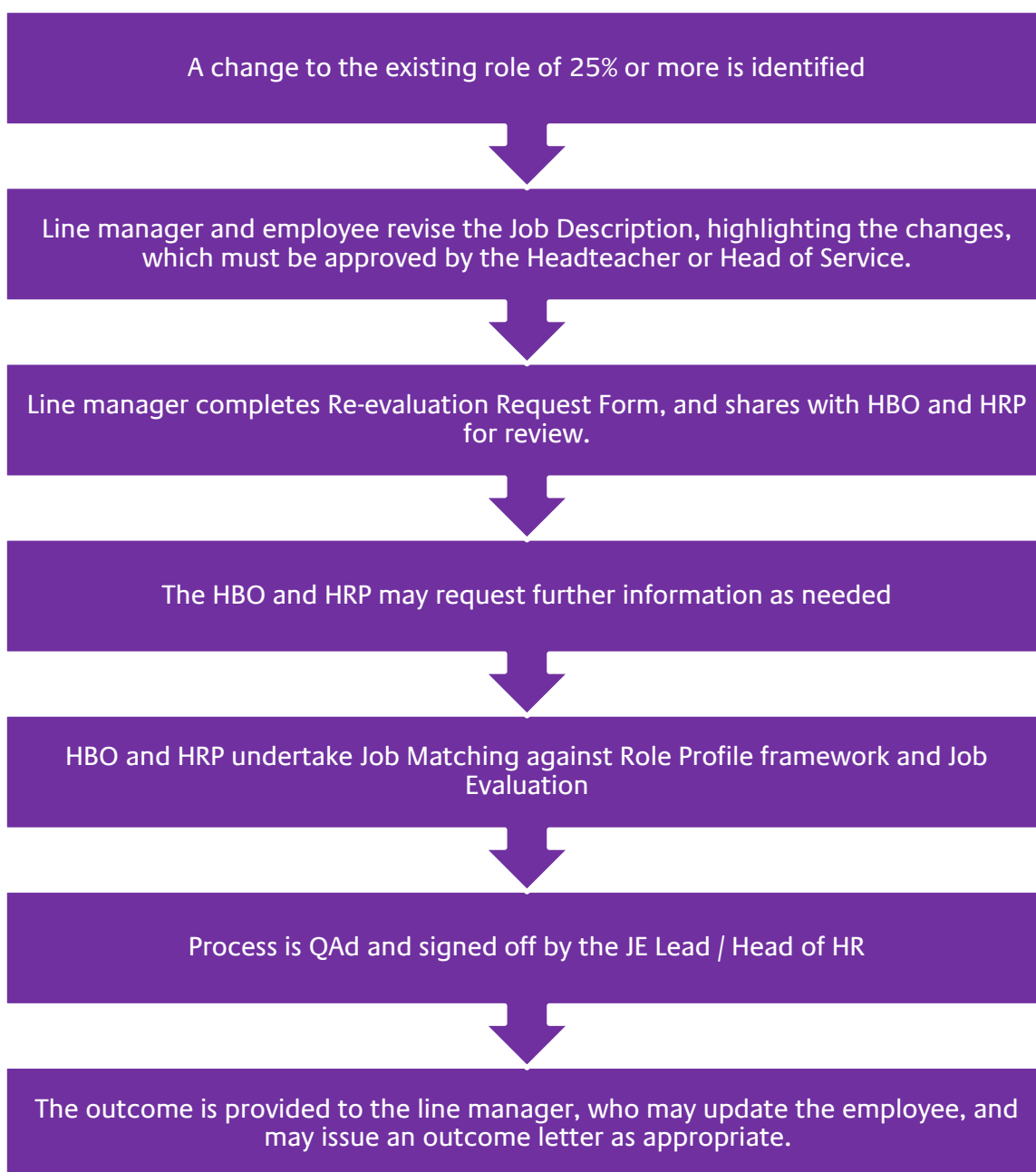
All changes to salary will be effective from the date that the request for re-evaluation is signed off by the line manager / Headteacher.

Salary Protection

In the event that the grade determined for the post is lower than the employee's existing grade, salary protection may apply for a period of 3 years.

Please refer to the Trust redundancy and restructure policy for full details on salary protection.

Re-evaluation Summary / flow chart



8. Appeals

Employees will be entitled to appeal against the outcome of the job evaluation process once they have been notified of the job evaluation outcome.

Grounds for Appeal

The grounds on which appeals against the outcome of job evaluation can be made are as follows:

1. The role profile or level does not accurately reflect their role and as a result the employee believes they have been matched to the wrong job.
2. The job is unique, or significantly different, and the employee believes they should have been evaluated separately to other employees who undertake this job
3. The role profile or level does not accurately reflect the role and as a result the employee believes the post has been incorrectly evaluated
4. The job has not been evaluated at the same level as roles that the post holder believes are similar to their role within the structure.

An appeal must be made on one or more of the above grounds.

Submitting the Appeal

In order to resolve any queries, errors or anomalies staff may want to raise an informal appeal in the first instance to allow these issues to be resolved prior to submitting a formal appeal.

Whether or not an employee appeals informally they will still be able formally appeal the outcome.

Employees are required to submit an appeal within 10 working days from the date of the letter notifying them of their job evaluation outcome. Extensions will only be given in exceptional circumstances.

Employee who are on leave, for example maternity and sickness are required to submit an appeal in line with the timescales referred to above.

Appeals should be submitted using the job evaluation appeal form.

The appeal form should be fully completed and employees should state and provide the evidence to support their grounds for appeal.

Where supporting evidence and/or a detailed explanation is not given the appeal will be rejected and the employee will be informed of this in writing.

The appeal form will ask the employee if the appeal is being submitted on behalf of one or more job holders and whether the employee sees the appeal as affecting a wider group.

Appeal Stage 1: Informal

We understand that the job evaluation scheme may be confusing and we recognise that some

employees may not wish to formally appeal but may have queries or questions regarding the outcomes of the job evaluation.

Employees may wish to understand more about their score and the scheme prior to deciding whether they wish to appeal.

Therefore, the informal stage allows for these areas to be resolved through this provision rather than a formal appeal.

For example, there may be an error where an employee has been obviously matched to the wrong profile in error and this can be resolved informally without the need for an appeal to be submitted.

If you have any queries or questions please discuss these as soon as possible with your line manager or Headteacher in the first instance who will be able to liaise with the HR Team to seek a resolution.

Appeal Stage 2: Formal

An Appeals Panel will consist of at least 2 members of staff who have been trained in the NJC job evaluation scheme.

The purpose of the appeal is for the Panel to:

- Fully understand from the employee the grounds for their appeal and the role they undertake
- Fully understand from the line manager/Headteacher the role the employee undertakes and the reason for the job match
- Consider the evidence presented by the employee
- Review the relevant role profile

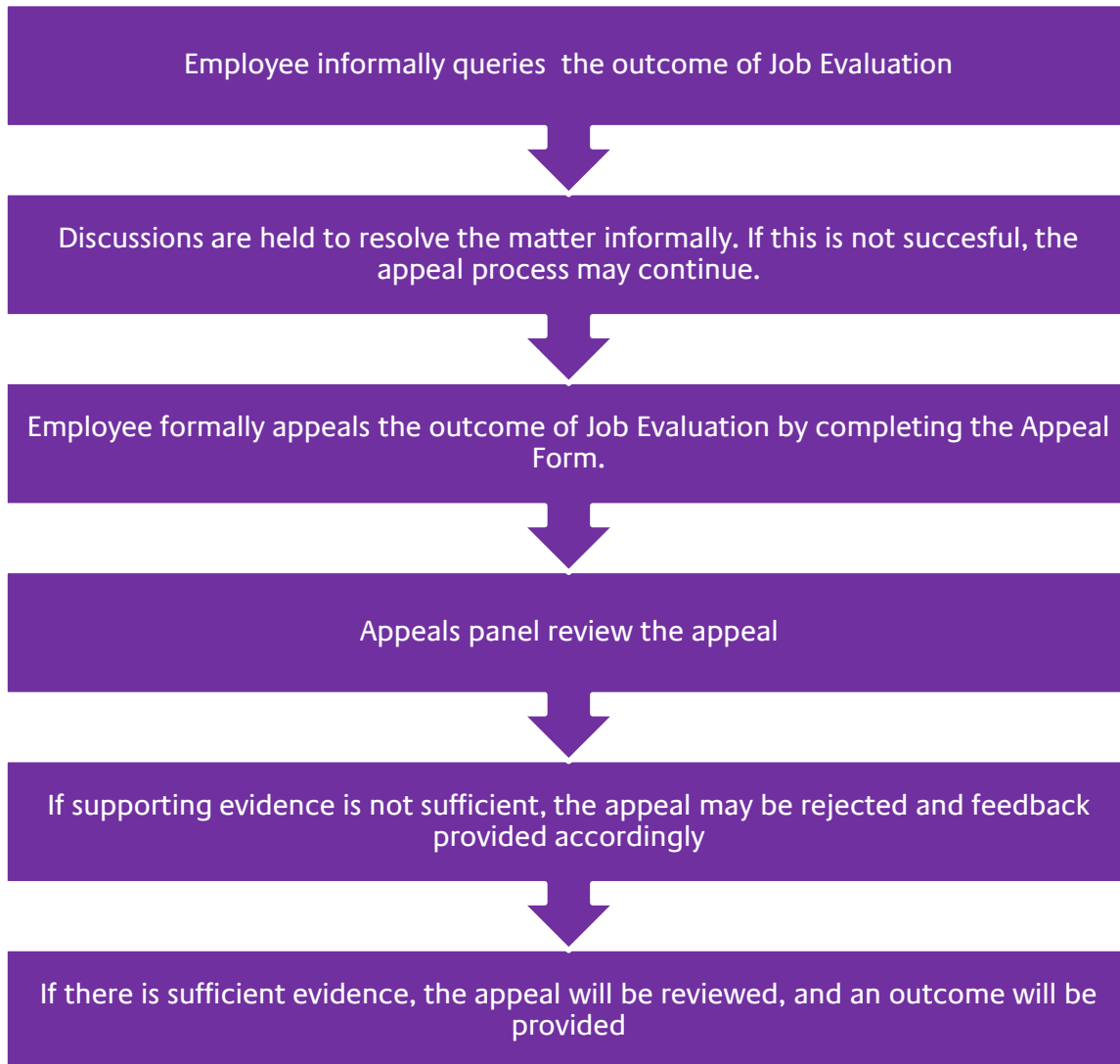
The options available to the Panel are:

- There are insufficient grounds to uphold the appeal
- There is sufficient information to warrant the role to be re-evaluated
- There are sufficient grounds to uphold the appeal without the need for the role to be evaluated e.g. where the employee has been matched to the wrong job
- There is sufficient information to demonstrate that the role profile does not accurately reflect the role and therefore the role requires a separate evaluation to be carried out

The employee will be informed of the outcome of their appeal in writing within 20 working days. The results of the appeal could alter the Job Evaluation score and therefore could change the employee's job score either up or down or it could remain the same. Any re-scoring could affect all jobholders matched to the job.



Appeals Summary / flow chart



End of policy
