# Appendix 5 – Job Evaluation Outcome- Appeal Form

Employee Details

|  |  |
| --- | --- |
| Full Name |  |
| Job Title |  |
| Academy |  |
| Line Manager |  |

Appeal Details

There are four grounds for appeal. Please indicate which of the grounds you wish to appeal against in relation to the outcome of the job evaluation process by ticking one or more of the following boxes.

|  |  |  |
| --- | --- | --- |
| **Grounds** | **Reason** | **Please tick below** |
| 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. |  |

Type of appeal

Individual Group

Appeal Information

Please tick the factors that you wish to appeal against and attach any evidence in support of your appeal

|  |  |  |
| --- | --- | --- |
| FACTOR | Please tick relevant factor | List evidence attached |
| Knowledge |  |  |
| Mental Skill |  |  |
| Interpersonal Communication |  |  |
| Physical Skills |  |  |
| Initiative & Independence |  |  |
| Physical Demands |  |  |
| Mental Demands |  |  |
| Emotional Demands |  |  |
| Responsibility for People |  |  |
| Responsibility for Financial Resources |  |  |
| Responsibility for Supervision |  |  |
| Responsibility for Physical Resources |  |  |
| Working Conditions |  |  |

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| **FACTOR** | | Reason for appeal | |
| **Knowledge**  *We are looking here at all the knowledge normally required to do the job properly, including any which is essential in background or context to the work* | |  | |
| **Mental Skill**  *Mental skills include fact finding, analytical, problem solving, and judgmental skills. They also include creative and developmental skills, whether related to design, handling of people or development of policies and procedures; and planning and strategic skills.* | |  | |
| **Interpersonal Communication**  *Interpersonal skills are those which involve developing some form of working relationship with others, for example caring skills for responding to their needs, training skills for identifying and responding to learning needs; persuasive, motivating or counselling skills.* | |  | |
| **Physical Skills**  *Physical skills cover manual or finger dexterity, hand-eye co-ordination of limbs and sensory co-ordination.* | |  | |
| **Initiative & Independence**  *We are looking here at the scope allowed to the jobholder to exercise initiative, take independent actions and plan own work. This factor takes into account the nature and level of supervision of the jobholder, the level and degree of direction and guidance provided by policies, precedents, procedures, and regulations and whether the jobholder works on won or with others* | |  | |
| **Physical Demands**  *Physical demands cover all forms of bodily effort, for example, standing and walking, lifting and carrying, pulling and pushing; working in awkward positions, bending, crouching, stretching, sitting, standing or working in a constrained position, stamina and strength* | |  | |
| **Mental Demands**  *Mental demands cover mental concentration, alertness and attention, awareness and other forms of work related pressure, for instance, arising from conflicting work demands, interruptions or the need to* *switch between varied tasks or activities* | |  | |
| **Emotional Demands**  *Emotional demands are those arising from contacts or work with other people. For instance, those who are angry, difficult, upset, or unwell; or in circumstances such as to cause stress to the jobholder, for example, if the people are terminally ill, very frail, at risk of abuse, homeless or disadvantaged in some other way* | |  | |
| **Responsibility for People**  *We are looking here at responsibility for people, which includes responsibilities for the physical, social, economic and environmental wellbeing of any people, other than employees supervised or managed by you.* | |  | |
| **Responsibility for Financial Resources**  *We are looking here at responsibility for financial resources including cash, cheques, debits and credits, invoices, budgets and income, business planning and long term development of financial resources.* | |  | |
| **Responsibility for Supervision**  *We are looking here at the responsibility for training, supervision, co-ordination or management of employees, or others in an equivalent position.* | |  | |
| **Responsibility for Physical Resources**  *Responsibility for physical resources covers all traditional physical resources but also includes manual or computerised information, date and records.* | |  | |
| **Working Conditions**  *We are looking here at your exposure in your job to disagreeable, uncomfortable, or hazardous working conditions arising from the environment or from working with people.* | |  | |
| **Additional information**  *Please use this section to include any further information that you would like to include in the appeal but does not fit into any of the above sections, continue on a separate sheet if required.* | | | | |
|  | | | | |
| **Verification by line manager/Headteacher**  *Review the employee evidence provided and provide any comments regarding the accuracy of the factual information* | | | | |
|  | | | | |
| **Manager name:** | **Manager signature:** | | **Date:** | |

Employee Signature

This form should be submitted to the Job Evaluations Team ([HR@tsatrust.org.UK](mailto:HR@tsatrust.org.UK)) within working 10 days of you receiving your letter.

By signing the form below you are confirming that the information provided in the form and as additional information is accurate and that you have read and understood the Job Evaluation Appeals Procedure.

|  |  |
| --- | --- |
| Employee Name : |  |
| Employee Signature : |  |
| Date: |  |