

## **Job Evaluation Update for Schools: September 2004**

**To: DAPH, DASH, DAG, SHAD**

**CC: School Champions, Ingrid Fisher**

Due to the geography of schools in Devon, and the importance of open communication for the Job Evaluation project, please find set out below a quarterly update for schools.

I would be grateful if you could help me to ensure this information is cascaded as fully as possible to *all* school support staff, governors and heads.

Any queries should be forwarded to:

[Sharon.samuel@devon.gov.uk](mailto:Sharon.samuel@devon.gov.uk) tel: 01392 688169

[Jackie.moyses@devon.gov.uk](mailto:Jackie.moyses@devon.gov.uk) tel: 01392 688174

Website: <http://www4.devon.gov.uk/eal/docs/sep04/0437061b.doc>

We are aware that not all employees have access to a computer. It would be appreciated therefore if this message could be put across at staff meetings etc.

All employees covered by the project receive regular Information Bulletin updates with their payslips, and are also invited to contact Education Analysts or School Champions if they have any questions or concerns.

### **Introduction**

Correspondence was sent in July to heads of all schools indicating that job evaluation questionnaires would be going out shortly. Emphasis was placed on the availability of the JE team for assistance, questions and concerns.

### **The Job Evaluation Questionnaire**

The questionnaire will need to be completed by the employee and their line manager. This may be the head or a teacher at the school. Full guidance notes and further information will be sent as questionnaires are rolled out.

Questionnaires will be sent direct to postholders, with notification being sent to the line manager.

For ease of administration I have been asked to send the line management information to Heads of schools – for distribution and action as necessary, unless I am notified otherwise.

All support staff and line managers are encouraged to look at the JE website <http://www4.devon.gov.uk/eal/docs/sep04/0437061b.doc>.

Any problems accessing the website can be forwarded to SCOMIS.

### **Primary Schools**

All jobs are now being coded. It is envisaged that the list of generic jobs will be issued over the next couple of months.

Of the job descriptions that were forwarded to the JE team, there were very few unique job titles. However the variation across job descriptions in terms of duties covered means that equal opportunities and size of establishment – plus other criteria – will determine those people who receive a questionnaire.

### **Secondary and Special Schools**

Lists of jobs have now been sent to heads with an invitation for comments. Questionnaires should start going out at the end of September.

Unique jobs – all posts on this list will be sent a questionnaire

Generic jobs – a percentage of each of these posts will receive a questionnaire, selection will be based on equal opportunities criteria.