



## **JOB RE- EVALUATION AND ADDITIONAL HOURS**

### **QUESTIONS & ANSWERS**

#### **Q. What is Job Re-Evaluation?**

A. Job evaluation is an assessment of the relative worth of a job based on factors of what the job involves and personal requirements such as skills, qualifications, experience, and the training required. All evaluations must reflect the job requirements and not the abilities of the post holder. Over time though jobs evolve, and individuals often take on additional responsibilities and duties outside of the original job description and this can sometimes lead to the need for a job re-evaluation. Further, if an individual develops more skills or the qualifications needed to do the job increase or change this can also be a potential reason for a re-evaluation. The goal of job evaluation is to compare jobs with each other in order to create a pay structure that is fair, equitable, and consistent for everyone.

#### **Q. How do I ask for my job to be re-evaluated?**

A. Firstly, it is important to establish what significant changes there have been within your job and how often these additional responsibilities are carried out and the amount of time these new duties take within your role. You can use your original job description to assist you with this, by checking off what you do within the original job description and then adding new responsibilities and duties. Once you have this information, you should write to your Head Teacher, setting out why you believe your current job description is not reflective of the role you are performing and ask for a re-evaluation.

If your duties have significantly changed you have the right to request a grading review and "The Way Forward Agreement" support staff document states that "any additional responsibilities need to be assessed against the grading system" in accordance with the Job Evaluation Scheme used by your School.

If you agree a new up to date and accurate job description with your Head Teacher, then you can ask for a review of your current pay. This can be done on an informal basis initially, but if need be a grievance can be submitted asking for your current level of pay to be reviewed.

#### **Q. My workload is too much, does this mean I need to ask for a job re-evaluation?**

A. If you feel you have too much work, this is not something that job re-evaluation can address. Job re-evaluation schemes do not measure the volume of work so if you have experienced an increase in the amount of work being expected of you this would not lead to a post being re-evaluated. It is however a health and safety issue and needs to be addressed.

Your workplace rep, local Branch or [schoolsteamlondon@gmb.org.uk](mailto:schoolsteamlondon@gmb.org.uk) will be able to advise you with this.

**Q. Should my appraisal help me address concerns I have with my job description or workload?**

A. You should have an annual appraisal of your overall performance against your individual job description and the objectives agreed previously. "The Way Forward Agreement" detailed the responsibility schools have to establish processes for performance managing and supporting support staff. It also stated that "for training and development policies to be effective, every member of staff must receive a rigorous, constructive annual appraisal leading to the development of an individual plan for development." GMB London knows though that appraisals are not always happening as regularly as they should, and this means an opportunity is lost for members to raise and address issues they may have. If you have not received a recent appraisal, then you should raise this. If your colleagues have also not received an appraisal, you may wish to consider raising this as a collective issue.

**Q. I work additional hours every week. Why should these be added to my contract?**

A. Many school support staff who are paid regular overtime hours during term time, do not always receive the same level of payment during the school closure period. If you are working regular additional hours to those set out in your contract, without the arrangement being formalised this could potentially lead to issues in restructuring or redundancy situations where contractual hours would be considered rather than hours worked. Importantly, statutory benefits such as holiday, pension, maternity and sick pay will be calculated on contractual hours and therefore you could potentially suffer a financial detriment by not having the correct hours detailed in your contract.

**Q. Why should my school add additional hours to my contract?**

A. If you are employed on National Terms and Conditions for Local Authority and School Employees (The Green Book), your school should add the additional hours to your contract as The Green Book states "Any such additional hours should be incorporated into contractual arrangements if they become an ongoing feature of the post."

**If you would like any further support or advice, please do not hesitate to contact us at [schoolsteamlondon@gmb.org.uk](mailto:schoolsteamlondon@gmb.org.uk)**

