

**Table 2 - Supplementary Guidance on what information is needed where a role is an anomaly.**

Examples	Anomaly highlighted on JFWDS	Is a job description/job profile available for this position?*	Guidance notes	Action for Bursar/School Business Manager
Scenario A	Role maps higher or lower than current grade	Job description is available.	<p>A comparison of the existing up to date job description with descriptors in relevant job family lead school to feel that the role should map to a higher or lower grade level.</p> <p>These may be due to mainly legacy issues that have arisen over the years where the job capsules do not reflect current roles and duties have evolved over time or where due to particular circumstances pay rates have fallen behind market rates and therefore grades now need to be adjusted locally to compensate.</p>	<ul style="list-style-type: none"> <li>•Send the existing job description Babcock HR or SCC Reward Team</li> <li>•and include in a short email or word document that the mapping decision to the particular grade level has been based on the mapping to the job family descriptors.</li> </ul> <p>The job description will be looked at and mapping decision confirmed by the moderation panel.</p>
Scenario B	Role maps higher or lower than current grade	Job description is available but is out of date	<p>There may be tasks that are either no longer undertaken by the postholder or been deleted over time or overall responsibilities reduced over time; however the job description had not been updated.</p> <p>Conversely, the requirements of the job may have increased over time, but the role had never been formerly re-evaluated.</p>	<ul style="list-style-type: none"> <li>•Send the out of date job description to Babcock HR or the SCC HR Reward Team.</li> <li>•and in a word document or using the rationale form, list the work activities that are no longer required/being undertaken leading to a decision to map lower than the current grade</li> <li><b>OR</b> list the additional work activities being undertaken/skills/knowledge/education required for the role leading to a decision to map higher than current grade.</li> </ul>
Scenario C	Role maps higher or lower than current grade	School has no job description for the role	The mapping decision should be based on the work currently being required of the postholder by the school <b>NOT</b> the individuals own set of skills/experience/qualifications.	<ul style="list-style-type: none"> <li>•Complete and return the rationale form to sent out the work currently being undertaken/skills/knowledge/experience etc.</li> </ul> <p>The information can then be evaluated by the moderation panel.</p>
Scenario D	Role is not mapped/unique OR Other		Where the role has been mapped by Lesley Hunt.	No job profiles or rationale is required from the school. Any anomalies will be discussed separately with Lesley Hunt
			Where the role is currently being paid on a spot salary <b>but is an Apprentice</b> post.	No job profile or rationale for mapping is required.
			Where the role is currently being paid on a spot salary for example because a Swimming Instructor role being paid on unqualified teacher pay rates or a Clerk is being paid at another rate determined by the school.	<p>Send the current job description for the role.</p> <p>If this is out of date, use the rationale form to set out the work activities being undertaken etc and these will be evaluated by the moderation panel.</p>
			Where the role is unique i.e does not map to a grade level or to the job family e.g Librarian, Examiner, Invigilator etc	<p>Send the existing job description for the role to Babcock HR or the SCC HR Reward team</p> <p>If this is <b>out of date</b> or <b>no job description is available</b>, use the rationale form to set out the work undertaken etc and this will be evaluated by the</p>

\* We understand that there is still some confusion about what schools should submit when requested for a current job profile. **For the purpose of this exercise, and to avoid any further confusion, the term 'job/role profile' is used interchangeably to mean the same thing as current job description as this is terminology more commonly used within the schools sector.**