

Job Evaluation – Appeal Form

Post holders have the right of appeal against the evaluation of their job. Please read the guidance notes on the next page before using this form to lodge a formal appeal against the grading of your post.

Your appeal will be acknowledged by HR within 10 working days of receipt.

Details of the post

Name:	Payroll number:
Job title:	Current grade:
School/Children's Centre:	Headteacher/Head of Centre:

Grounds of the appeal

On what grounds are you making this appeal? (please tick one of the following)

- JD not agreed prior to evaluation
- Duties/responsibilities have changed since the evaluation
- Evaluated out of line with comparable jobs

Please use the space below to provide evidence that will justify your grounds for appeal:

If applicable, please indicate which union you are a member of:

By completing this form you are lodging a formal appeal against the grading of your post:

Signature:	Date:
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Please send the completed form to the HR Team.

Guidance Notes

Your Headteacher/Head of Centre will have submitted your job description for evaluation in order for Hackney Learning Trust to determine the appropriate grading for your post.

You will be informed of the outcome of the evaluation of your post in writing. At this time you will also receive full details of how the grading may have affected other aspects of your employment, such as spinal column point, salary entitlement and any compensatory payment.

If you are not happy with the grading of your post you have the right to appeal.

About the appeal

You must make your appeal in writing to the Head of Human Resources using this Job Evaluation Appeal Form. You can obtain this form from your Headteacher/Head of Centre or Hackney Learning Trust. Any appeals must be made within 10 working days of being notified of the grading of your post.

Grounds for the appeal

If you are considering lodging a formal appeal, you can only do so on the following grounds:

- JD not agreed prior to evaluation
If you did not have the opportunity to review or agree your job description before it was evaluated, or, if you did have the opportunity to review your job description and did not agree it.
- Duties/responsibilities have changed since the evaluation
If you have taken on additional responsibilities, or if the requirements of your job have changed significantly since the evaluation of your job, and these changes are not reflected in your job description. You must provide evidence to support this.
- Evaluated out of line with comparable jobs
If you consider the grading of your post to be out of line with other jobs that require comparable duties/responsibilities. You must provide evidence to support this and an explanation as to why the duties/responsibilities are comparable, and why the grading of your post should be different.

Once you have identified the grounds for your appeal, you must then provide background information to provide evidence to justify those grounds.

The appeal and outcome

The Head of Human Resources or nominated representative will hold an appeal hearing within 20 working days of receiving the Job Evaluation Appeal Form. If you are invited to attend an appeal hearing, you have the right to be accompanied by a trade union representative.

You will be notified of the outcome within 10 working days of the appeal panel taking place.

For Trust use only

Comments

Headteacher/Head of Centre comments

Headteacher/ Head of Centre:		Signature:		Date:	
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Trade Union comments

Name of Trade Union rep:		Signature:		Date:	
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