

Scottish Negotiating Committee for Teachers

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15 September 2004

Dear Colleague

SNCT/35 **Salary Placement on to the Main Grade Salary Scale**

- (1) This Circular applies to teachers who are entitled to be paid on the Main Grade Salary Scale. Appendix A applies to Music Instructors. It replaces Sections 2.1 to 2.5, including Appendices B and C, of the Scheme of Salaries and Conditions of Service for Teaching Staff and circular SNCT/13. The effective date of implementation of this circular is 1 August 2004 other than in respect of teachers previously placed in accordance with the terms of circular SNCT/13.

Entering Teaching in Scotland for the First Time

- (2) Teachers during their probationary period should be placed on Point 0 of the Main Grade Salary Scale. Following full registration with the General Teaching Council for Scotland, GTC(S), teachers should be moved on to Point 1 of the Main Grade Salary Scale or to a higher point if additional salary points are awarded in accordance with paragraphs 9 to 16. Teachers who complete the probationary period at the end of the school session and achieve full registration should be moved from the first day of employment following 1 August. Teachers who, for whatever reason, complete their probationary period during a school session and obtain full registration should be moved from the first day of employment following full registration.
- (3) All other teachers who are registered with the GTC(S) should be placed at Point 1 of the Main Grade Salary Scale or at a higher point where additional salary points are awarded in accordance with paragraphs 9 to 16.

Returning To Teaching

- (4) A teacher returning to teaching but still undertaking his/her probationary period is covered by the terms of paragraph 2 above.

- (5) All other teachers registered with GTC(S) returning to teaching should be placed on the same point of the current Main Grade Salary Scale as he/she occupied immediately prior to leaving employment as a teacher with the addition of salary points awarded for the period of absence from teaching in accordance with paragraphs 9 to 16.
- (6) A teacher returning to teaching who had not been placed previously on the current Main Grade Salary Scale should be placed at point 1 or at a higher point in accordance with paragraphs 9 to 16.
- (7) The Main Grade Salary Scale came into effect on 1 August 2003.
- (8) An education authority will normally accept as accurate the record of the service of a teacher and the calculation made to place the teacher on the Scale which is provided by the education authority with whom the teacher was last employed.

Awarding Additional Salary Points for Teaching Service

- (9) A week of teaching service is any week in which employment is undertaken (including periods of annual leave, public holidays, sickness absence, maternity leave or other special leave but excluding probationary service), regardless of the number of hours worked.
- (10) A qualifying period of teaching service comprises 26 weeks or more of teaching service obtained within a salary year. A salary point should be awarded for each qualifying period of teaching service. A salary year in which less than 26 weeks of teaching service has been obtained is described as a partial salary year. Where a teacher's record of service contains more than one partial salary year the teaching service from the first partial salary year will be added to teaching service from the following such year, or years, whether consecutive or not, until the total first equals or exceeds 26 weeks. Where this total is achieved a salary point will be awarded. This process will be repeated as necessary for any remaining salary years in the teacher's record of service subject to the condition that teaching service cannot be carried forward beyond the salary year in which service has contributed to a salary point being awarded.
- (11) No period which falls within the salary year in which the teacher is currently employed shall be taken into account in determining the point on the Main Grade Salary Scale. The salary year runs from 1 August in any year until the 31 of July of the following year.
- (12) Teaching service includes:
 - (a) Employment as a teacher:
 - (i) in or in connection with a local authority educational establishment in Scotland or elsewhere in the European Union or an educational institution which is grant-aided, grant-maintained, self-governing or recognised by a Government department in Scotland or elsewhere in the European Union; or

- (ii) by an education authority, elsewhere than in educational establishments, under an arrangement made under Section 14 of the Education (Scotland) Act 1980; or
 - (b) Employment as a lecturer in a college of further education, university or university college in Scotland or elsewhere in the European Union.
 - (c) Employment by an education authority as a Director, Depute Director or Assistant Director of Education, Education Officer or other similar post, Educational Psychologist, Quality Improvement Officer, Education Support Officer or a registered teacher in an administrative post which relates wholly or mainly to education.
 - (d) Absence from teaching employment during which a teacher remained in the employment of an education authority or school and, with the consent of the employer, attended a course of teacher training.
 - (e) Employment, as a teacher or teaching assistant, under an official scheme of interchange or exchange with another country.
 - (f) Such other teaching employment which the education authority is satisfied should be accepted in whole or in part.
- (13) In situations where there is a gap of 10 years or more between leaving and returning to teaching service it will be at the employer's discretion whether previous service is taken into account.

Awarding Additional Salary Points for Relevant Experience

- (14) Recognised non-teaching experience includes periods of employment and periods of voluntary or other non-paid activities such as:
- (a) Experience which is relevant to the subject being taught (eg an industrial chemist teaching chemistry); and
 - (b) More general 'life skills' which have a bearing on the depth or quality of teaching being offered (eg where someone has previously been involved in aspects of children's care or in education and training, whether in the workplace or in educational establishments).
- (15) For recognised non-teaching experience the following additional salary points should be awarded:

Recognised experience of up to 5 years = 1 point.

Recognised experience of over 5 and up to 10 years = 2 points.

Recognised experience of over 10 and up to 15 years = 3 points.

Recognised experience of over 15 years = 4 points.

- (16) An education authority may increase the salary receivable by a teacher if, in the particular circumstances of the post, it considers the salary to be inadequate. Such placement will not necessarily be accepted as applicable in respect of future employment with another local authority. This provision shall not be applied to effect a general increase in the salaries of a particular category of post.

Yours sincerely

Lynne Dickson (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

Salary Placement of Music Instructors

- (1) These additional provisions apply to Music Instructors who are entitled to be paid on the Music Instructor Scale and replace reference to salary placement of Music Instructors in SNCT/13.

Entering Music Instruction within an Education Authority for the First Time

- (2) Music Instructors, on entering the profession, should be placed on Point 1 of the Music Instructor Scale or at a higher point where additional salary points are awarded in accordance with paragraphs 6 to 10 below.

Returning to Employment as a Music Instructor within an Education Authority

- (3) A Music Instructor returning to employment should be placed on the same point of the Scale as he/she occupied immediately prior to leaving with the addition of salary points awarded for the period of absence in accordance with paragraphs 6 to 10 below.
- (4) A Music Instructor returning to employment as an Instructor who had not been placed previously on the current Music Instructor Scale should be placed at point 1 or on a higher point in accordance with paragraphs 6 to 10 below.
- (5) An education authority will normally accept as accurate the record of the service of the Music Instructor and the calculation made to place the Music Instructor on the Scale by the education authority with whom the Music Instructor was last employed.

Awarding Additional Points for Service as a Music Instructor

- (6) A week of service is any week in which employment as a Music Instructor is undertaken (including periods of annual leave, public holidays, sickness absence, maternity leave or other special leave, regardless of the number of hours worked).
- (7) A qualifying period of service comprises 26 weeks or more of service obtained within a salary year. A salary point should be awarded for each qualifying period of service. A salary year in which less than 26 weeks of service has been obtained is described as a partial salary year. Where a record of service contains more than one partial salary year the service from the first partial salary year will be added to service from the following such year, or years, whether consecutive or not, until the total first equals or exceeds 26 weeks. Where this total is achieved a salary point will be awarded. This process will be repeated as necessary for any remaining salary years in the Music Instructor's record of service subject to the condition that service cannot be carried forward beyond the salary year in which service has contributed to a salary point being awarded.

- (8) No period which falls within the salary year in which the Music Instructor is currently employed shall be taken into account in determining the point on the scale. The salary year runs from 1 August in any year until 31 July of the following year.
- (9) Service as a Music Instructor includes:
- (a) Employment as a Music Instructor in or in connection with a local authority educational establishment in Scotland or elsewhere in the European Union or an educational institution which is grant aided, grant maintained, self-governing or recognised by a Government department in Scotland or elsewhere in the European Union.
 - (b) Absence from employment as a Music Instructor during which the employee remained in the employment of an education authority or school and, with the consent of the employer, attended a course relevant to such employment.
 - (c) Such other employment which the education authority is satisfied should be accepted in whole or in part.
- (10) In situations where there is a gap of 10 years or more between leaving and returning to service it will be at the employer's discretion whether previous service is taken into account.