

City of Edinburgh Council LNCT Agreement

Devolved Category: Appointment Procedures

Awarding Additional Salary Points: Main grade Teachers and Music Instructors

1. INTRODUCTION

- 1.1 The Scottish Negotiating Committee for Teachers (SNCT) Handbook Part 2: Section 1 sets out the terms for appointing Teachers to the Main Grade Scale and appointing Music Instructors to the Music Instructor Scale. This Local Agreement does not replace the terms set out in the SNCT Handbook and will be reviewed should any of these terms be amended, to ensure ongoing compliance.
- 1.2 All Teachers who have achieved full registration status with the General Teaching Council Scotland (GTCS) will be placed at Point 1 of the Main Grade Scale, or at a higher point where additional salary points are awarded in accordance with the SNCT Handbook.
- 1.3 All Music Instructors will be placed at Point 1 of the Main Instructor Scale, or at a higher point where additional salary points are awarded in accordance with the SNCT Handbook.
- 1.4 Additional salary points are awarded to Teachers and Music Instructors for previous service in the post or previous relevant experience.
- 1.5 A link to the Awarding Additional Salary Points application form and this LNCT agreement will be included within the contractual documents issued to new Teachers (including Supply Teachers) and Music Instructors.
- 1.6 Applications should only be submitted if the SNCT criteria for awarding additional points have been met, and applications must be accompanied by all relevant evidence of employment and salary. It is the responsibility of the post holder to obtain and provide this evidence prior to submitting the application.
- 1.7 Where the application and all supporting evidence is submitted within the first 12 weeks of employment, any increase to salary will be effective from the employee's start date.
- 1.8 Where the application is submitted after the first 12 weeks of employment, any increase to salary will be effective from the date the application and all supporting evidence is received.
- 1.9 The Education Operations Team will place newly appointed Teachers and Music Instructors on their salary scale in accordance with the terms set out in the SNCT Handbook.

2. SCOPE

- 2.1 This Agreement applies on the appointment of all Teachers to the Main Grade Scale and all Music Instructors to the Music Instructor Scale.

- 2.2 This Agreement does not apply to Probationer Teachers, Lead Teachers, Promoted Teachers, Psychologists, Education Support Officers, Quality Improvement Officers, or Quality Improvement Managers for whom separate arrangements exist.

3. AWARDING ADDITIONAL SALARY POINTS – PREVIOUS TEACHING SERVICE

- 3.1 The terms for awarding salary points for previous teaching service are set out in paragraphs 1.18 to 1.23 of the SNCT Handbook, Part 2: Section 1.
- 3.2 Teaching service includes:
- a) Employment as a teacher in a council educational establishment or other educational establishment recognised by a government department in Scotland or elsewhere in the European Union.
 - b) Employment as a teacher by a council, elsewhere than in an educational establishment, under an arrangement made under Section 14 of the Education (Scotland) Act 1980.
 - c) Employment as a lecturer in further or higher education in Scotland or elsewhere in the European Union
 - d) Employment by a council as a director, depute director or assistant director of education, education officer or other similar post, educational psychologist, quality improvement manager, quality improvement officer, education support officer or a registered teacher in an administrative post which relates wholly or mainly to education.
 - e) Absence from teaching employment during which time a teacher remained in the employment of a council or school and, with the consent of the employer, attended a course of teacher training.
 - f) Employment, as a teacher or teaching assistant, under an official scheme of interchange or exchange with another country.
- 3.3 Teachers who wish to apply for additional salary points for previous teaching experience should submit an Additional Salary Points Application Form along with all relevant evidence via Halo.
- 3.4 Application for additional salary points will be considered by the Education Operations Team who will decide whether or not to accept any of the teaching employment as relevant experience.
- 3.5 Where previous teaching service results in additional salary points, salary will be amended in accordance with 1.7 and 1.8 above.
- 3.6 Teachers who apply for additional salary points for previous teaching experience and submit all relevant evidence will normally receive an outcome within 4 working weeks.

4. AWARDING ADDITIONAL SALARY POINTS – PREVIOUS RECOGNISED NON-TEACHING SERVICE

- 4.1 The terms for awarding salary points for previous teaching service are set out in paragraphs 1.24 to 1.26 of the SNCT Handbook, Part 2: Section 1.
- 4.2 Recognised non-teaching experience includes periods of employment and of voluntary or other non-paid activities such as:
- a) Experience which is relevant to the subject being taught – for example, an industrial chemist teaching chemistry; and
 - b) More general ‘life skills’ which have a bearing on the depth or quality of teaching being offered – for example, 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.
- 4.3 Teachers who wish to apply for additional salary points for previous recognised non-teaching experience should submit an Additional Salary Points Application Form along with all relevant evidence via Halo.
- 4.4 An application for additional salary points that falls within 5.2 (a) or 5.2 (b) above will be considered by the Education Operations Team who will determine whether to accept any of the non-teaching employment as relevant experience.
- 4.5 Where previous non-teaching service has been recognised as relevant, the Education Operation Team will calculate the additional salary points to be awarded as follows:
- 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
- 4.6 Where previous non-teaching service results in additional salary points, salary will be amended in accordance with 1.7 and 1.8 above.
- 4.7 Teachers who apply for additional salary points for previous non-teaching experience and provide all relevant evidence will normally receive an outcome within 4 working weeks.

5. AWARDING ADDITIONAL SALARY POINTS – PREVIOUS MUSIC INSTRUCTOR SERVICE

- 5.1 The terms for awarding salary points for previous Music Instructor service are set out in paragraphs 1.41 to 1.45 of the SNCT Handbook, Part 2: Section 1.
- 5.2 Service as a music instructor includes:
- a) Employment as a music instructor in or in connection with a council 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 time the employee remained in the employment of a council or school and, with the consent of the employer, attended a course relevant to such employment.
- c) Other employment which the council is satisfied should be accepted in whole or in part.

- 5.3 Music Instructors who wish to apply for additional salary points for previous service should submit an Additional Salary Points Application Form including all relevant evidence.
- 5.4 An application for additional salary points that falls within 6.2 above will be considered by the Education Operation Team who will determine whether to accept any of that employment as relevant Music Instructor service.
- 5.5 Where previous Music Instructor service results in additional salary points, salary will be amended in accordance with 1.7 and 1.8 above.
- 5.6 Music Instructors who apply for additional salary points for previous experience and have submitted all relevant evidence will normally receive an outcome within 4 working weeks.

6. APPEALS PROCESS

- 6.1 Should a Teacher or Music Instructor disagree with the outcome of their application to have previous service recognised for the award of additional salary increments, they can appeal in writing to the Joint Secretaries of the LNCT.
- 6.2 The appeal must be submitted within 10 working days from the date the outcome was confirmed via Halo and should clearly state the grounds for appeal, including any additional documentation in support of the appeal.
- 6.3 The Joint Secretaries of the LNCT will provide a written outcome within 10 working days of the appeal meeting.
- 6.4 The decision of the Joint Secretaries of the LNCT will be final and there will no other internal right of appeal.
- 6.5 Where an employee remains dissatisfied following the internal appeals process, they may refer the matter to the SNCT Appeals Procedure in accordance with the SNCT Handbook, Part 1 Appendix 1.1 Annex A.

7. **REVIEW**

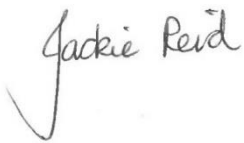

- 7.1 Review of this Agreement can be initiated by the employer or trade union side of the LNCT at any time. Review will also be initiated where there are any changes to relevant SNCT conditions of service.

LOCAL AGREEMENT

(In accordance with the LNCT Recognition and Procedure Agreement)

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future needs.

Signed

	
Joint Secretary	Joint Secretary
Management Side	Teachers' Side
Date 28/5/2025	Date 28/5/2025