

Education Procedure Manual 2/39

SUPPORTED STUDY PAYMENT PROCEDURE

**For
Teachers and Employees on Scottish Negotiating Committee
for Teachers (SNCT) Conditions of Service**

Effective from: August 2024

Education, People & Business



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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

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ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	-	New Procedure Manual	15/03/2024	1.0

GDPR Statement

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Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management.

1.0 Purpose

- 1.1 This procedure manual is to provide a consistent pay model for all supported study payments, in line with the correct salary scales.

2.0 Scope

- 2.1 This procedure applies to teachers providing additional lessons as part of the supported study programme.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- [SNCT Handbook](#)
 - [Equalities Act 2010](#)
 - Local Authority Benchmarking Exercise (December 2023)
 - FORM: PM 2/39/F01: Supported Study Approval Spreadsheet

4.0 Payment for Supported Study Teaching

- 4.1 Due to the fact that there is no promoted role associated with supported study, this rate will apply to all teaching employees including promoted teachers within secondary schools. This rate is not to be used for Local Government Employees; they will have their own rate pay for the duties carried out. This is a teaching rate of pay.
- 4.2 The hourly rate payable for a teacher shall be in accordance with the Main Grade Scale (SNCT Salary Tables) teaching grades.

All teachers undertaking supported study will be paid the relevant hourly rate based on their placement on the Main Grade salary scale:

- for an unpromoted teacher this shall be in accordance with their substantive hourly rate.
 - for a promoted teacher this shall be in accordance with the top of the Main Grade Teacher salary scale (point 5)
- 4.3 As the rate of pay for supported study has been aligned with the Main Grade Scale, this will be subject to pay awards and increase accordingly.

5.0 Process

- 5.1 Supported Study is provided in line with school priorities and must be agreed in advance by the Head Teacher.
- 5.2 After the relevant hours have been worked, the teacher must complete an electronic timesheet, using the correct code for 'supported study'.
- 5.3 The e-timesheet is then emailed to the school office for processing. The subject line of

the email to the school office should be marked as 'Teacher Attendance Form – Supported Study' and marked as high priority.

- 5.4 The school office collate all Supported Study timesheets and enter the details onto the Supported Study Approval Spreadsheet form (PM 2/39/F01). This form is then emailed to the Head Teacher for approval.

NOTE: Supported Study timesheets must be processed separately from all other timesheets received by the school office. The Form PM 2/39/F01 is **only** for supported study.

- 5.5 Head Teachers review the completed Supported Study Approval Spreadsheet (PM 2/39/F01).
- 5.5.1 If there are any anomalies, the Head Teacher must raise the issue with the teacher in question. If not approved, the Head Teacher must remove the entry from form PM 2/39/F01.
- 5.5.2 When the form has been approved, the Head Teacher replies to the School Office email stating 'Approved'.
- 5.6 The School Office emails the Supported Study Approval Spreadsheet to the Payroll Department (copying the Head Teacher) for processing in line with the published payroll deadlines.

This form should only detail the actual hours worked and the payment for these hours will be applied by payroll when processing these hours.

- 5.7 A copy of the claim form with back up showing the actual hours worked by each teacher should be retained in school for audit purposes.
- 5.8 Tracking Expenditure
- 5.8.1 All costs related to additional hours payments must be charged directly to schools own cost centre against HED Cost 374 Ledger Code 310110 (Study Support).