



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 2026

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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अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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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
1.0	Aug 2024	Scope update to reflect and confirm that the procedure only applies to teachers. Inclusion of Instrumental Music Instructors Salary Scale	19/06/2026	2.0

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 all SNCT employees claiming supported study payments.
- 2.2 The payment tables stated in this procedure apply to teachers and also instrumental music instructors providing additional lessons as part of the supported study programme in support of National Qualifications.

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 Teachers

- 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 Teacher 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 Teacher 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 Teacher Main Grade salary scale (point 5)
- 4.3 As the rate of pay for supported study has been aligned with the Teacher Main Grade Scale, this will be subject to pay awards and increase accordingly.

5.0 Payment for Supported Study Instrumental Music

- 5.1 Due to the fact that there is no promoted role associated with supported study, this rate will apply to all Instrumental Music Instructors including Instrumental Music Team Leader. 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 an Instrumental Music Instructor

rate of pay.

- 5.2 The hourly rate payable for an Instrumental Music Instructor shall be in accordance with the Instrumental Music Instructor Scale (SNCT Salary Tables).

Instrumental Music Instructors undertaking supported study will be paid the relevant hourly rate based on their placement on the Instrumental Music Instructor scale:

- this shall be in accordance with their substantive hourly rate.
- for a promoted Instrumental Music Instructor this shall be in accordance with the top of the Instrumental Music Instructor Scale (point 6)

6.0 Process

- 6.1 Supported Study is provided in line with school priorities and must be agreed in advance by the Head Teacher or Instrumental Music Instructor Team Leader.
- 6.2 After the relevant hours have been worked, the teacher/instructor must complete an electronic timesheet, using the correct code for 'supported study'.
- 6.3 The e-timesheet is then emailed to the school office/instrumental music office for processing. The subject line of the email to the school office/instrumental music office should be marked as 'Teacher or Instrumental Music Instructor Attendance Form – Supported Study' and marked as high priority.
- 6.4 The school office/instrumental music office will 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/Instrumental Music Team Leader for approval.

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

- 6.5 Head Teachers/Instrumental Music Instructor Team Leader review the completed Supported Study Approval Spreadsheet (PM 2/39/F01).
- 6.5.1 If there are any anomalies, the Head Teacher/Instrumental Music Instructor must raise the issue with the teacher/instructor in question. If not approved, the Head Teacher/Instrumental Music Instructor Team Leader must remove the entry from form PM 2/39/F01.
- 6.5.2 When the form has been approved, the Head Teacher/Instrumental Music Instructor Team Leader replies to the School Office/Instrumental Music Office email stating 'Approved'.
- 6.6 The School Office/Instrumental Music Office emails the Supported Study Approval Spreadsheet to the Payroll Department (copying the Head Teacher/Instrumental Music Instructor Team Leader) 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.

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