

**ABERDEEN CITY COUNCIL**  
**APPLICATION FOR AWARDING OF ADDITIONAL SALARY POINTS – TEACHING**  
**APPOINTMENTS**

**GUIDANCE NOTES:**

Following full registration with the General Teaching Council for Scotland, GTC(S), teachers should be moved to Point 1 of the Main Grade Scale. The Scottish Negotiating Committee for Teachers (SNCT) Handbook of Conditions of Service at [www.snct.org.uk](http://www.snct.org.uk) makes provision for additional salary points for relevant non-teaching experience - determined locally. Within Aberdeen City Council, applications are assessed by the Salary Placement Panel who meet throughout the year.

Additional salary points may be awarded on the basis of:-

**1 Experience relevant to the subject being taught across a significant part of the curriculum.**

Examples:

- a) An engineer teaching Design & Technology, or someone who has previously been employed as an industrial chemist, teaching Chemistry.
- b) Experience gained as part of a first degree will not be recognised (e.g. placement year for Modern language teachers). However, teaching out with the requirements of a degree may be considered.
- c) A Postgraduate degree which contains experience of teaching undergraduates.

**2 Transferable 'life skills' which have a bearing on the depth or quality of teaching being offered will be recognised where they involve aspects of children's care or in education and training.**

Examples:

- a) Previous employment as a pupil support assistant, classroom assistant or youth worker.
- b) Previous employment where wider transferable skills in relation to the GTCS Standards of Registration in relation to Planning and Preparation, Communication, Resource Use and Working with Others can be demonstrated (See section 3 of the enclosed application form).

Where non-teaching experience is recognised, the following additional salary points will 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

Recognised experience with an employer/organisation with a duration of less than 26 weeks in any one year will not accrue an award. However, periods of less than 26 weeks will be added together.

The following will not generally be considered as relevant under either points 1 or 2 above:

- Courses undertaken
- Additional experience gained during probationer induction year
- Parent helper / volunteer
- Being a parent / carer

This list is not intended to be exhaustive but is for illustrative purposes only.

### **Application Process**

If you believe you have relevant non-teaching experience that should be recognised, please complete and submit the attached application form within 6 months of your appointment / full GTCS registration being achieved.

Please complete your application as fully as possible, demonstrating clearly how your previous experience relates to the subject /stage being taught and the Standards for registration. In addition, please provide evidence from previous employers/organisations to substantiate your application. This must include detail of your duties / responsibilities and dates worked (including any relief/part time work e.g. if part time, include hours/days per week or alternative work pattern).

**Please ensure you provide as much information as you can as this will determine any award to be made. Any decision made by the Salary Placement Panel is final and there is no appeals process.**

Please submit your completed application and supporting documents by email to:  
[EDUOpsSupport@aberdeencity.gov.uk](mailto:EDUOpsSupport@aberdeencity.gov.uk)

**APPLICATION FOR AWARDING OF ADDITIONAL SALARY POINTS**

<b>Section 1: Personal Details</b>			
Name:		Home Address:	
Job Title:			
School:			
Payroll Number			E-mail Address

<b>Section 2: Previous Relevant Experience</b> (please complete in conjunction with the attached guidance)					
Name and address of previous employer or organisation	Please give full details of post/role covered.	Date From mm/yy	Date To mm/yy	Please demonstrate relevance to curriculum being taught and/or cross reference to Standards for Registration detailed in section 3.	

(Please continue on next page if required)

**Section 2: Previous Relevant Experience** (please complete in conjunction with the attached guidance)*Continued*

Name and address of previous employer or organisation	Please give full details of post/role.	Date From mm/yy	Date To mm/yy	Please demonstrate relevance to curriculum being taught and/or cross reference to Standards for Registration detailed in section 3.

### Section 3: GTCS Standards for Registration and transferable professional skills

<b>Standard for Registration Professional Action</b>	<b>Evidence / Activity – demonstrating your experience in relation to the curriculum and standards for registration</b>
<b>1 Planning and preparation</b> <ul style="list-style-type: none"><li>• Plan and prepare appropriate programmes of work taking account of need</li><li>• Understanding and experience of skills involved in life, learning and work</li></ul>	
<b>2 Communication - Oral/written taking account of audience</b> <ul style="list-style-type: none"><li>• Communication using variety of media and approaches</li><li>• Promoting Literacy and Numeracy</li><li>• Questioning skills</li><li>• Problem solving and solution-based approaches</li><li>• Stimulating participation</li></ul>	
<b>3. Resource use - Identification, preparation, management, organisation and adjustment</b> <ul style="list-style-type: none"><li>• Identify/ prepare resources taking account of safety and environment</li><li>• Risk assess</li><li>• Plan and deliver to deadlines</li><li>• Creative use of resources</li><li>• Reflection on use of resources and subsequent modification based on experience</li><li>• Read and analyse research to inform practice</li><li>• Apply policies</li><li>• Develop policy initiatives</li><li>• Work with other agencies to develop initiatives or resources</li></ul>	

**4 Working with others**

- Commitment to interdisciplinary working
- Setting high expectations
- Managing behaviours
- Leading teams or individuals
- Develop critical thinking
- Engage in professional dialogue with others to enhance service delivery
- Enhance own professional practice
- Awareness of pupil/parent/school/community
- Inspire and motivate
- Make wise judgements and informed decisions surrounding the learner and the need to work with all
- The need to build and sustain positive relationships

**Section 4: Signature**

I confirm that the statements made by me in this application are true and accurate to the best of my knowledge.

Signature: ..... Date: .....