

Pay award information – learning and teaching

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Pay award details

CoSLA (Convention of Scottish Local Authorities) and Trade Unions have reached an agreement on the pay awards for Learning and Teaching groups (Teachers, QIOs, Instructors, Educational Psychologists, Education Support Officers) across Scotland for the years 2025 to 2027.

The agreed pay award covers two years:

- A 4% increase on all SNCT pay points starting 1 August 2025 increasing to 4.25% on 1 April 2026*
- A 3.25% increase on all SNCT pay points from 1 August 2026 to 31 July 2027

*These percentages are based on salary rates for 2024 to 2025.

- This pay award applies to Teachers, QIOs, Instructors, Educational Psychologists, and Education Support Officers
- The pay award will be pro-rated for colleagues who work part-time hours
- The updated hourly rate from 1 August 2025 for Teacher additional hours is £31.98 (based on Main Grade Teacher point 5).

Updated pay scales for learning and teaching:

https://www.snct.org.uk/wiki/index.php?title=Part_2_Appendix_2.1_-_Revised_0323

Pay award information

We aim to deliver the 2025 to 2026 pay award, effective from 1 August 2025, for Learning and Teaching colleagues in December 2025.

This means you should receive your monthly pay increase, and any back pay due, on **Monday 22 December**.

Tax, national insurance, Universal Credit, and benefits

You'll pay more tax and national insurance due to the changes to your pay. This will impact colleagues in different ways, in some cases, may cause colleagues to enter a different tax banding.

The 2025-26 tax banding and national insurance rate will apply to all payments made in December 2025.

It's your responsibility to ensure your tax code is correct to ensure you are paying the right amount of tax. More details about tax can be found on the HMRC webpage and if you have any queries about your circumstances contact HMRC directly, askHR is not able to provide tax advice to individuals.

HMRC guidance on tax: www.gov.uk/topic/personal-tax/income-tax

You should never compare payment amounts with your colleagues, as there are so many variables such as tax or pay elements that can affect this.

Universal Credit impact

Varying pay periods and Universal Credit

If your pay date varies and you're on Universal Credit, this may mean that you're classed as having more earnings in an assessment period than expected.

If you get two sets of wages during one assessment period, for example, due to being paid early in December, it may be possible to move one of your payments to a different assessment period. If this happens you should contact your Work Coach as soon as possible through your UC journal and ask them to move one of your payments.

Pay awards and Universal Credit

- If you receive Universal Credit (UC) **the amount you get changes if your take-home pay changes** - this includes awards of backdated pay.
- If you get additional pay such as a **pay award** within a UC assessment period (month), your UC payment will **either be less** than you normally receive **or your income may be too high** to qualify for a payment.

Universal Credit is calculated based on your personal circumstances. Because of this we, as your employer, do not know if, or how, you'd be affected by this.

The 2025 to 2026 pay award will be paid on Monday 22 December 2025, including backpay to 1 August 2025.

This increase in pay, and backdated payment, means you'll either:

- Receive less UC than normal or
- You may even earn too much to qualify, and your UC claim will stop. If your claim does stop, you will see a message on your journal telling you about this.

We're sorry but it's not possible to offer colleagues payment by instalment for back pay resulting from the pay award.

How to reclaim Universal Credit

If UC payments stop because you have had additional pay, you must start up your claim again. You should do this as soon as you can to make sure you do not miss out.

1. Log into your UC journal and select the **Reclaim** tab. You'll find this at the bottom of the screen.
2. This will take you to a new screen where you'll be asked to answer a few simple questions.

If you have any problems doing this, contact your Work Coach or visit your local Job Centre Plus.

Access your Universal Credit Journal: <https://www.gov.uk/sign-in-universal-credit>

For an overview of Universal Credit visit: www.gov.uk/universal-credit

Universal Credit help and support

You can get independent help and advice about Universal Credit from:

Citizens Advice Scotland at: www.citizensadvice.org.uk/scotland/

The Advice Shop at: <http://www.edinburgh.gov.uk/advice-shop>

Email: advice.shop@edinburgh.gov.uk

Phone: 0131 200 2360

Student loan impact

Student loans will be affected if your salary goes above the earnings threshold. The earnings threshold amount is dependent on the type of repayment plan you have.

Student loans guidance: www.gov.uk/repaying-your-student-loan/what-you-pay

Court orders, earnings, and arrestment

Earnings arrestments are calculated based on your personal circumstances. Because of this we, as your employer, do not know how, or if, you may be affected.

Earnings arrestments table guidance: www.legislation.gov.uk/ssi/2018/345/made

Pension contribution rates

Pension contribution rates for SPPA will automatically be updated in December 2025 in line with changes to salary.

Long term leave or absences

It's the manager's responsibility to contact and communicate the pay award information to all in scope employees currently absent from the workplace. This includes employees who are ill, on maternity leave, paternity leave, special leave, career breaks, external secondments or who may be precautionary suspended from the workplace.

Payment will not be made for periods of unpaid leave.

Organisation leavers

Leavers after 1 December 2025

You will receive your increased monthly pay and back-pay in your final pay on Monday 22 December 2025.

Leavers between 1 August and 30 November 2025

- Organisation leavers are in scope for back-dated pay awards, subject to recovery of any outstanding overpayments.
- If you left the organisation between 1 August and 30 November, and you received your final pay between August and November 2025, you will automatically receive your back-pay on Monday 22 December 2025. You do not need to contact us to claim payment.
- A printed payslip will be sent to your home address.
- If you've changed bank details or address since you left the organisation, call askHR on 0131 469 5555 so your details can be updated in time for payment in December.
- We'll also update the Scottish Public Pensions Agency (SPPA), where applicable, and aim to complete this by Thursday 30 April 2026.

Team budget impact for managers

The cost of the pay award will be added to budgets for City of Edinburgh Council-funded posts.

Payroll cut off dates

To allow processing time for the pay award during the month of December 2025 the following will apply to monthly paid employees.

- Submissions for changes to employee contracts must be submitted by **Tuesday 2 December 2025**
- Claims that employees submit via the myHR system must be authorised by managers by **Tuesday 9 December 2025**
- Manual claims submitted on spreadsheets by managers must be submitted on askHR/Halo by **Tuesday 2 December 2025**
- Any changes or claims submitted after the cut-off dates will not be processed until January 2026 payroll.

Payslip guidance

December payslips

Your payslip in December will reflect an uplift in your salary and other payments for December, and it'll also include back-pay for the four months between August and November. We've published a guide to [help understand your backpay in December 2025](#) on the Learning and Teaching pay award pages on our website.

Payslips should be available to view online from Thursday 18 December.

We ask that colleagues don't compare payslips as back-payments will vary, dependent on individual contractual arrangements and any adjustments to pay.

Contractual changes

The back-pay calculated will reflect contractual changes over August to November including:

- Change in weekly hours
- Change to role, grade, salary

Adjustments to pay

The back-pay calculated will also reflect adjustments to your pay over the period August to November for any of the following reasons:

- Maternity leave
- Sickness absence
- Employment break
- Unpaid leave
- Any other relevant adjustments.

Accessing your payslip

You can access a copy of your payslips by logging into the myHR system.

Access myHR on the Orb: <https://orb.edinburgh.gov.uk/new-hr-payroll-system/myhr-mypeople-systems-closed>

Access myHR on the external website: <https://www.edinburgh.gov.uk/work-us/council-employees-e-payslips-improving-communications>

If you've selected to receive a paper payslip then this will be mailed to your home address as normal. If you want to see an electronic copy of your August payslip in advance of this being mailed, you can do this by requesting access to the myHR system.

Requesting access to myHR

If you don't yet have access to myHR you can request this by contacting our askHR team.

To do this:

1. You must have a Council or personal email address
2. Call our askHR team on 0131 469 5555.
3. You'll be asked some security questions before access is granted.

Questions

More information about the 2025 to 2027 pay award is available on the [Learning and Teaching pay award pages on our website](#).

Further information

You should direct all queries to your manager in the first instance if the communications or information does not answer your query.