



# Edinburgh Supply Worker Newsletter

## Welcome to our first Edinburgh Supply Worker Newsletter

Supporting and teaching Edinburgh's children and young people is incredibly rewarding and we really appreciate you being part of this team. We are introducing a regular newsletter, which will come out once a term. We hope this newsletter provides you with key information to support you in your role.

As a valued member of our Supply Worker team, it's not always easy to know where to turn to for answers. In most cases, senior staff within schools and early years settings should be your first point of contact.

If you need further assistance or would like to provide feedback/ideas for future newsletters, please don't hesitate to email us at [edinburghsupply@edinburgh.gov.uk](mailto:edinburghsupply@edinburgh.gov.uk).

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### General News

#### Term Dates

This term commenced on 11 August 2025 with 2 days Inservice.

Pupils returned on the 13 August 2025.

The Autumn Holiday is on Monday 15 September 2025 and the mid term break runs from Monday 13 to Monday 20 October 2025.

Term ends Friday 19 December 2025.

For full details please see:

<https://www.edinburgh.gov.uk/schools/term-dates/2>

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## Key Information Note

Information regarding for supply workers can be found:

- in our Supply Handbook  
<https://www.edinburgh.gov.uk/candidateportal/downloads/file/4/supply-workers-handbook>
- on the Edinburgh.gov.uk website  
<https://www.edinburgh.gov.uk/work-us/edinburgh-council-supply-list>
- on the Orb <https://orb.edinburgh.gov.uk/recruitment-selection/supply-teachers-head-teachers-business-managershead-teachers-business-managers/6>

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## Teacher Booker

Please ensure that you go onto Teacher Booker regularly and update your availability, especially for the new term. This will ensure that that you are not contacted when you are unavailable.

Please also ensure that your profile is up to date and completed, to give schools as much information as possible about you.

Please ensure that your payroll number is correct and if not please email the Supply Mailbox as soon as possible to ensure you are paid correctly.

Teacher Booker will sometimes provide a pop-up box with important information which we have asked them to share, at short notice, for example, child protection updates or school closure days.

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## Professional Development Opportunities

We are running an online event with Teacher Booker and HR, for Supply Workers on 7 October from 4pm until 5pm. This will be held on Microsoft Teams and you are all welcome to attend. For Teaching Staff and SSSC Staff, this can be recorded as part of your professional development this session.

### Supply Workers Briefing Session

Tuesday, 7<sup>th</sup> October 1600-1700 Please use the link below:

**[Join the meeting now](#)**

If you are unable to attend this session, we are planning to record this session and the recording will be available in the Business Manager's Toolkit on Share Point via the link below, which you can access if you have a Learning & Teaching Account.

**[BM Toolkit/Workforce/Supply/Briefing Sessions](#)**



This Briefing Session will be attended by Education Officers, Teacher Booker Representatives who will give a demonstration on using Teacher Booker, Payroll staff who will explain payslips, HR staff who will be available to answer any HR related questions.

In order for us to ensure you are getting the information you need, we would be grateful if questions could be submitted in advance via the link below:

**[Supply Workers Briefing Session 7 October 2025: Questions](#)**

Anonymous questions are welcome but if we are unable to answer your question during the briefing and you would like a personal response, please supply your name and contact email address.

### **My Learning Hub**

You may wish to access training on MyLearning Hub, the City of Edinburgh Council's Professional Development platform.

For employees who do not have a work email address, please follow the instructions below.

#### **How to set up a mylearning Hub account**

1. Employee reads the information on [how to access to HR systems](#) on the [edinburgh.gov.uk](http://edinburgh.gov.uk) website
2. The employee will need to contact our askHR team to verify their email address, before their email address will be added on to the contact details section of the employee's record on our HR & Payroll system (this does not give them myHR access).
3. The Learning and Development team then create the myLearning Hub account and send the log-in details to the employee's personal email address

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### **GTCS Professional Update**

All Teachers must be registered with the GTCS. Registration is validated every 5 years via Professional Update Sign off. **This is a mandatory requirement.**

In order to teach in a school in Scotland, you must be fully registered or provisionally registered as a probationer on the Flexible Route Probationer Programme with the GTCS.

All probationer teachers on the Flexible Route Programme must make the Head Teacher or Curriculum Leader know on arrival at the school. If you fail to do so, they will be unable to sign off your practice for full registration. You should also ensure that this is highlighted on your





Teacher Booker Profile.

Please keep your personal details up to date on MyGTCS, marking City of Edinburgh and Supply as your current workplace.

You must continue to engage with professional learning on a pro rata basis and engage in an annual Professional Review and Development meeting (**PRD**) on an **annual** basis.

Every 5 years, the GTCS will expect you to be **Professionally Updated**. In order to be signed off, your reviewer will expect to see that you have engaged in regular professional learning and annual PRDs.

This year the final date for sign off in Edinburgh is 26 June 2026. Please do not leave this til June 2026 as school staff and the GTCS are very busy and may not be able to confirm your professional update in time.

As a supply teacher, you can request a PRD or a PU from any Head Teacher, Depute Head Teacher, Principal Teacher or Curriculum Leader from a school in which you work regularly. If you have difficulty finding a reviewer, please contact the PU Coordinator at [catherine.chrystal@edinburgh.gov.uk](mailto:catherine.chrystal@edinburgh.gov.uk).

Further information about PRD and about PU can be found on the GTCS website : <https://www.gtcs.org.uk/knowledge-base/articles/what-is-professional-review-and-development>

<https://www.gtcs.org.uk/knowledge-base/articles/what-is-professional-update>

### GTCS Professional Learning Opportunities

When a wide range of high-quality, sustained professional learning is undertaken, teachers are more likely to inspire pupils and provide high-quality teaching and learning experiences, enabling learners to achieve their best.

It is important that professional learning not only improves your skills and abilities with reference to the GTCS Standard for Full Registration (SFR) but that you maintain an up to date knowledge and understanding of current developments in learning and teaching.

Professional learning should be planned to take into account next steps for further development identified in your PRD and evaluated to show the impact of your professional learning in the classroom. This is even more important for supply teachers who do not have regular access to the same pupils. It should also reflect development against the SFR

Professional learning can take many shapes and forms. It is not always attending a formal course but can be online learning, professional reading, a personal study or a professional dialogue with a colleague.

If you have a CEC email address you can access **MyLearning Hub**, which has many online



learning opportunities and to book on to any CEC delivered courses.  
You may also find learning opportunities on **GLOW** and on the **GTCS website**.

<https://www.gtcs.org.uk/knowledge-base/articles/what-is-professional-learning>

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## Pay

At the outset of the engagement, the Business Manager or Head of Centre will provide you with confirmation of the days and hours of the engagement on Teacher Booker, so you know the hours that you can expect to be paid for.

At the end of the engagement, the school or establishment will confirm your hours and days worked and approve for payment using Teacher Booker. For Teaching Staff, you may wish to confirm the rate of pay which will be applied - 2 days or less, or 3 days or more, and whether you will be paid NCCT, if this was not taken during your time in school. This timesheet is your record of hours worked.

Log into Teacher Booker to view your timesheets, hours submitted for payroll and timesheet status (approved or awaiting approval).

**If you have any questions, please contact the Head of Centre or school's Business Manager, in the first instance.**

Schools and EY settings (that requested the supply cover) will approve your timesheets through Teacher Booker. Each month (as per our payroll deadlines) your timesheet must be reviewed and approved by the Senior Managers in the school/ EY setting so it's submitted to HR for payment.

Payment will be made one month in arrears.

It's your responsibility to check your payslip.

## Your myHR payslip

Your current and previous payslips are available for you to view on myHR. Monthly paid employees can view their payslip three working days before pay day.

How to access your online payslip

- [Log in to myHR](#)
- Click on Me
- Click on Pay
- Click on My Payslips



If you don't have access to myHR, you'll receive a paper payslip to your home address.  
Guidance on how to request access HR and Council systems is available at the link below:

<https://www.edinburgh.gov.uk/work-us/council-employees-e-payslips-improving-communications>

We have attached the MyHR Payslip Guide with this newsletter

### Pay Dates

Month	School/EY Setting submission deadline: 5pm on		EYP/PSA Pay date	Teachers Pay date
Aug-25	Monday	04-Aug-25	27-Aug-25	28-Aug-25
Sep-25	Tuesday	02-Sep-25	26-Sep-25	25-Sep-25
Oct-25	Friday	03-Oct-25	29-Oct-25	30-Oct-25
Nov-25	Monday	03-Nov-25	26-Nov-25	27-Nov-25
Dec-25	Friday	28-Nov-25	22-Dec-25	22-Dec-25
Jan-26	Monday	05-Jan-26	28-Jan-26	29-Jan-26
Feb-26	Monday	02-Feb-26	25-Feb-26	26-Feb-26
Mar-26	Monday	02-Mar-26	27-Mar-26	26-Mar-26

### Child Protection Training

Our Education Child Protection Annual Update is now available for all supply workers within the MyLearningHub system <https://mylearninghub.learn.link/login> . This is essential learning for all staff.

If you are in a school, please request to join any sessions the school may be running.

Online training can be found on MyLearningHub  
[protecting-children-staff-information-leaflet](#)

If your MyLearningHub account hasn't been set up yet, or if need some support with access, please see <https://www.edinburgh.gov.uk/work-us/council-employees-e-payslips-improving-communications> for further instructions.





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### **Pupil Support Worker**

You may be aware of a new post which has emerged out of the Support Staff Project, the Post of Pupil Support Worker.

Here is a link to the job description for this post, which is paid at a Grade 4.

The focus of this post is to provide support to pupils with significant social, emotional and behavioural needs and may require a high level of support for dysregulated behaviour, where that is required.

[pupil-support-worker-pups02-jd](#)

Teacher Booker will be updated over the next few weeks to use the term Pupil Support Workers instead of Pupil Support Assistant (Special).

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### **Helpful Links and Reminders**

Supply Teacher Handbook

<https://www.edinburgh.gov.uk/candidateportal/downloads/file/4/supply-workers-handbook>

CEC Probation Manager – Rosie McColl

[probation.manager@edinburgh.gov.uk](mailto:probation.manager@edinburgh.gov.uk)

Supply Information email

[EducationSupply@edinburgh.gov.uk](mailto:EducationSupply@edinburgh.gov.uk)

HR contact details

[askHR using Halo \(our online helpdesk\)](#) or call 0131 469 5555

GTCS advice

[catherine.chrystal@edinburgh.gov.uk](mailto:catherine.chrystal@edinburgh.gov.uk)

Newsletters will all be stored on the Business Managers Toolkit which you can access if you have a Learning and Teaching Account: [Supply Newsletters](#)