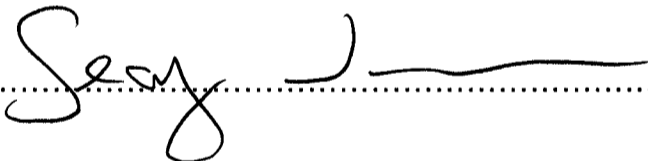


PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF
LOCAL AGREEMENT

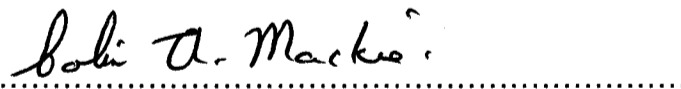
**“Guidance on Implementing Working Arrangements for
Instrumental Instructors”**

In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of the Council and the recognised unions that this agreement is a binding local agreement effective from 13 November 2002. This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth and Kinross Council.

G Waddell, Executive Director (Education & Children’s Services), on behalf of
Perth and Kinross Council:

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C Mackie (EIS), on behalf of Teachers’ Trade Unions:

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**Joint Negotiating Committee
for Teaching Staff
Meeting of 28 October 2002**

**McCrone Agreement:
Guidance on Implementing Working
Arrangements for Instrumental Instructors**

Guidance on Implementing Working Arrangements for Instrumental Instructors

(following the Salaries and Conditions Agreement at the SNCT)

1 Introduction

The SNCT has reached agreement on salaries and conditions of service for music instructors, issued as circular SNCT/11. Appendix 2 of this document, "Conditions of Service" (attached), provides a framework for the following arrangements that should have enough flexibility to meet the needs of individual staff, pupils, schools and the Authority.

This guidance has been agreed through a process of discussion and agreement, including consultation with all interested groups, and will be ratified by the authority's JNC. It also takes account of the Best Value Review Report of October 2001 to the Education and Children's Services Committee. It seeks to provide instructors with arrangements that enable them to achieve a balance between meeting their own needs, the needs of individual pupils and schools, and those of the Authority's central groups. It should be read in conjunction with the Authority document "Programmes of Study for Music Instructors."

It should also provide a framework that will ensure consistency of implementation in the work of all instructors across Perth and Kinross.

2 Key Principles

The following key principles are fundamental to the successful implementation of the agreement.

- The professionalism of instrumental instructors is acknowledged.
- Instructors have professional responsibility for meeting the needs of the young people with whom they work.
- This will be done through individual tuition, school groups and central groups.
- The importance of planning is recognised.
- The individual nature and individual needs of schools are recognised.
- Working relationships should be based on shared responsibility, mutual respect and understanding, both within the Instrumental Music Service and with other professionals.
- There should be scope for flexibility within a clear framework.
- The management needs of the service must be met.

3 Responsibility

Policies and arrangements for service delivery will be implemented on behalf of Education & Children's Services, by the Co-ordinator of Instrumental Instruction.

Instrumental staff are accountable to Head Teachers within the primary sector and Head Teachers, usually through the Principal Teacher of Music, within secondary schools.

4 The Working Year

The working year for instructors will continue to be 195 days, of which 190 days will coincide with the school year for pupils. The remaining five days will be used for in-service training arranged by the Co-ordinator of Instrumental Music.

5 The Working Week

The working week for instructors will be 35 hours per week, organised as follows:

- A maximum week of 27.5 hours in any one week will be devoted to pupil contact. (For part-time staff, this will amount to a maximum of 5.5 hours per day).
- A minimum of 2.5 hours a week (0.5 hours per day minimum for part-time staff) is available to the instructor for:
 - ◆ Preparation
 - ◆ Instrument maintenance
 - ◆ Transposition
 - ◆ Orchestration.
 - ◆ Departmental liaison
 - ◆ Record of work
- The remaining 5 hours (pro rata for part-time staff), aggregated over the year to allow for flexibility, will be available for an appropriate balance of professional activities, as defined in the following section. A reasonable balance should be maintained across the schools visited.

6 Professional Activities

The balance of professional activities for these five hours within the working week will be agreed annually between the individual instructor and the Co-ordinator of Instrumental Instruction. The balance of activities will vary from instructor to instructor. It is recognised that there will be a need for flexibility,

and these arrangements may be varied as required in the course of each year. The activities from which a range may be agreed are as follows:

6.1 Preparation

It would be appropriate to agree additional preparation time outwith the school day in acknowledgement of any particularly heavy pupil workloads. Consideration should be given to the actual class contact time of individual instructors in reaching such a decision. Instructors who do not have the maximum pupil contact time will already have additional time at their disposal.

6.2 Preparation of Reports/Records

Instructors will require time to provide reports on the pupils with whom they are working, and to record progress. This work may be done at a location and time of day of the instructor's choosing.

6.3 Forward Planning

Time should be allocated for the preparation of curricular plans to be agreed with the Co-ordinator of Instrumental Music. This should include time for consultation and discussion with Principal Teachers of Music or primary Head Teachers on plans for individual pupils. Appropriate times for this to take place should be discussed and agreed with those involved.

6.4 Administration

Time will be allocated for completion of paperwork in connection with the Instrumental Music Scheme, including the setting-up and maintenance of database details.

6.5 Parental Liaison

Meeting with parents will be by appointment only, at times to be agreed within each school. For each instructor there should be a total of no more than six parents' evenings a session across all schools visited, to be discussed and agreed with Head Teachers concerned at the start of the session. Alternatively, instructors could meet parents by appointment at the end of the school day.

Time should be allocated for all such appointments, with an equal amount of time for preparation.

6.6 Staff Meetings

This includes time for any appropriate meetings of staff outwith the school day, for example meetings with the Co-ordinator of Instrumental Music, with a school's Principal Teacher of Music, with a primary Head Teacher or with a music department. Purposes might be on-going

liaison, quality assurance, or termly meetings to review the progress of individual pupils.

6.7 Rehearsing Musical Ensembles

There should be an allocation of time to be spent in connection with rehearsals over the school year, both in school and with central groups. Time in excess of the allocation will be dealt with by the use of minor contracts (see 12 below). This will be monitored and reviewed on an annual basis.

6.8 School Performances

This will include all time spent on setting up as well as the performance itself. Time will be allocated for all school performances/shows in which the instructor is involved.

6.9 Instrument Provision and Maintenance

This includes time for making inventories of equipment, time for checking and allocating instruments to pupils, minor repairs, preparation of reeds, transporting instruments for repair and researching requisition needs regarding instruments and peripherals. It also includes time for transport of equipment to and from the Music Centre.

6.10 Music Library

This includes time spent in the library selecting music for groups, and also examining scores and listening to recordings with a view to requisitioning new music. It also includes the issue and return of music and keeping the library in good order.

6.11 Professional Review and Development

A maximum of two hours should be allowed annually for completion of the self-evaluation form and subsequent interview, in co-operation with the Co-ordinator of Instrumental Music and the Principal Teacher or primary Head Teacher. Each interview should take no more than an hour.

6.12 Continuing Professional Development

Instructors have both a right and a responsibility to develop their skills and expertise. Continuous professional development is an entitlement for developing personal and professional skills.

Such activities will be in addition to the five annual in-service days and might include some of the following:

- ◆ Membership of specific development groups
- ◆ Short courses organised locally or nationally
- ◆ Relevant professional reading and/or activities
- ◆ Paired activities with other staff, e.g. observation of teaching
- ◆ New experience (unpaid) in the playing of an instrument

Each instructor will maintain a personal record of development activities for use at the annual review meeting (see 6.11 above).

6.13 Organising Tours/Trips

Instructors who are involved in organising such trips should have an allocation of time for tasks associated with this.

6.14 Whole Authority Initiatives

This will include specific initiatives that may be introduced by Perth and Kinross Council in any particular year.

7 Additional Hours

All music instructors will have an additional 35 hours a year outwith the school day available, as a maximum, consisting of an appropriate balance of:

- Personal professional development
- Attendance at courses
- Involvement in performances, recitals, etc
- Auditioning pupils for central groups
- Involvement in performances by central groups

The balance of activities will be based on an assessment of individual need, taking account of local and national priorities, and will be carried out at an appropriate time and place. Every instructor will have an annual plan, agreed with the Co-ordinator of Instrumental Music.

In session 2002-03 this would be introduced as 25 additional hours and in session 2003-04 the full 35 hours will operate.

8 Travelling Time

Travelling time between schools during the school day will be agreed with the Co-ordinator of Instrumental Music and treated as pupil contact time. The instructor is entitled to a personal lunch break of not less than 40 minutes.

9 Instructors' Presence in Schools

If an instructor has non-pupil-contact duties for which it is not necessary to be on the school premises, these may be undertaken at a time and place of the instructor's choosing. Instructors should notify the school's Principal Teacher of Music, or the Head Teacher in primary schools, of an intention to leave the school premises during the school day. They should always be present at the commencement of the school day unless prior agreement is reached.

On the first day of absence due to illness, instrumental staff must inform the schools before the start of the school day. Staff should then contact the Music Co-ordinator to give details of the expected length of absence and notification of the date of return, if known.

Staff are required to contact the Co-ordinator of Music on their return to work.

10 Meeting the Pupils' Entitlement

It will on occasion be necessary for instructors to re-organise some of their time in order to ensure that each pupil receives the minimum number of lessons specified in the contract agreed with parents, and for completion of examinations. If this involves more than one school, all Head Teachers involved should be consulted and given prior notice.

11 Minor Contracts

It is recognised that some activities which are valuable and integral parts of the Instrumental Music Service fall outwith the normal contractual duties of instructors. Accordingly, certain activities will be the subject of Minor Contracts. These would include:

- The After School Service
- Residential courses - a fee to cover extra duties beyond the 35 hour week
- Extra hours (beyond the time allocated in 6.7 above) spent in rehearsing central groups.

12 Teachers' Scheme of Conditions of Service

The relevant provisions of the Teachers' Scheme of Conditions will apply, amended to include the details of these implementation arrangements.

13 Monitoring of this Agreement

The overall responsibility for monitoring and evaluating these arrangements will lie with the Joint Negotiating Committee for Teachers in Perth and Kinross.

The guidance provided in this document is both initial and interim. It is anticipated that experience during the first year of implementation will suggest

possible amendments or modifications. Any such revised guidance will be the subject of proper consultation with all interested parties.

The Joint Negotiating Committee is asked to approve the working arrangements for Instrumental Instructors.