

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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Dear Colleague

AJNCT/4

MUSIC INSTRUCTORS: 35 HOUR WEEK AND ADDITIONAL 35 HOURS PER ANNUM CPD

The nationally agreed package of pay and conditions of service for Scottish teachers "A Teaching Profession for the 21st Century" required Music Instructors to work on the basis of a 35 hour week, and to undertake an additional contracted 35 hours per annum (as a maximum) of continuing professional development (CPD).

The Scottish Negotiating Committee for Teachers reached an agreement on a pay increase in the Music Instructors scale (SNCT/11 refers).

Following discussions, agreement has been reached on the guidelines for the implementation, in Angus, of the 35 hour week and additional 35 hours per annum continuing professional development for Music Instructors. These guidelines are attached as an **Appendix** to this Circular.

The guidelines were approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 9 December and subsequently ratified by the Staffing Sub-Committee on 18 December 2002.

Yours sincerely

**CATHERINE A COULL
PHILIP JACKSON**

Joint Secretaries

Enc.

cc: Chief Executive
Director of Education
Director of Finance

**ANGUS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

“A TEACHING PROFESSION FOR THE 21ST CENTURY” :

**MUSIC INSTRUCTORS: 35-HOUR WORKING WEEK
AND ADDITIONAL 35-HOURS PER ANNUM CPD**

1. INTRODUCTION

- 1.1** The Scottish Negotiating Committee for Teachers (SNCT) was established in April 2001 as the successor body to the SJNC. The SNCT now explicitly includes Music Instructors employed by Scottish Local Authorities as one of the groups along with teachers for which it has responsibility for negotiating salaries and conditions of service.
- 1.2** In June 2001 the SNCT reached an interim agreement in relation to Music Instructors contained in Circular SNCT/4. This included the establishment of a working week of 35 hours with effect from 1 August 2001 and also the establishment of a Working Party (sub-group of the SNCT) to look at discrete pay and conditions of service for Music Instructors taking into account the agreement reached for teachers following the recommendations made in the McCrone report.
- 1.3** The recommendations from that Working Party formed the basis for a final determination on pay and conditions of service for Music Instructors set out in SNCT/11.
- 1.4** The agreed guidelines on working time which follow in this paper are based on the terms of the national agreement and have also been developed through local discussions within the Angus Joint Negotiating Committee for Teachers (JNCT). The guidelines seek to recognise the professionalism of Music Instructors and the valuable contribution they make to the formal and informal curriculum within the education service. They also seek to provide an arrangement which will be of optimum benefit to pupils, schools and the Instrumental Music Service (IMS) while properly constraining within reasonable bounds the demands which might be made on the working time of IMS staff.
- 1.5** Detailed implementation of these guidelines should be the subject of consultation between the EDO (Expressive Arts) and Music Instructors.

2. 35 HOUR WEEK - GENERAL

- 2.1** The working year for Music Instructors shall continue to consist of 195 days of which 190 will coincide with the school year for pupils with the remaining 5 days to be used for the IMS in-service training programme and to coincide with the 5 days available for teacher in-service training.
- 2.2** The working week prior to August 2001 was 30 hours per week, of which not less than 30 minutes per day was non-contact time for preparation. In addition a maximum of 80 hours in the school year was available for activities such as parental liaison, pupil performances and instrumental provision and maintenance.

2.3 The new 35 hour working week will comprise:

- > A maximum of 27.5 hours for pupil contact (to include routine teaching and – on occasion – musical activities such as group rehearsals, concert preparation, etc, where these take place within the normal pupil day).
- > A minimum of 2.5 hours for preparation
- > The balance of 5 hours for other agreed professional tasks and activities, normally of a collegiate nature.

The above allocation of hours will apply on a pro-rata basis for part-time Music Instructors.

2.4 While there will necessarily be fluctuation from week to week in the time committed to preparation and to collegiate activities, the objective will be to plan and manage the use of time to avoid an unreasonable burden of workload in any week or period of the school session.

2.5 Certain duties and activities will necessarily require to be undertaken on school or Education Department premises. Where tasks or activities do not so require then these may be undertaken at a time and place of the individual Instructor's choosing. Instructors will be expected to notify the EDO of their intentions in this respect.

2.6 The use of the time available beyond the combined class contact and preparation time (a total of some 195 hours annually) should include time devoted to:

- > Additional preparation/learning of accompaniments
- > Parental liaison (usually by appointment)
- > Staff meetings
- > Completion of pupil reports
- > Instrument maintenance
- > IMS administration
- > Professional Review and Development
- > Forward Planning
- > Participation in Musical Ensemble Rehearsals, Concerts and Shows

2.7 To assist the process of reaching agreement on collegiate time, the IMS will establish an appropriate consultative mechanism, based as far as possible on the Appendix of the Angus JNCT Guidelines for teachers on implementation of the 35-hour week (this Appendix sets out a recommended model for school-based consultation).

3. NOTES ON USE OF BALANCE OF TIME DURING 35 HOUR WEEK

3.1 The use of the balance of time (approximately 195 hours per annum) available should be subject to annual consultation within the IMS, and should be planned to include some or all of the activities listed in 2.6 above – on some of which further comment is made below.

3.2 Additional Preparation/Learning Accompaniments

Over and above the minimum personal allowance for preparation it may be appropriate in certain circumstances to agree, for an individual Instructor, additional preparation time.

3.3 Parental Liaison

Instructors have a contractual obligation to liaise with parents. Any parental interviews should normally take place by appointment.

3.4 Staff Meetings

Occasional IMS staff meetings may be arranged; in addition some Instructors may be required to attend an occasional school-based staff meeting.

3.5 Completion of Pupil Reports

A time allocation for completion of pupil reports may form a small part of the 35-hour week. Reports may be completed in school or at a location of an individual Instructor's choosing.

3.6 Instrument Maintenance/IMS Administration

Although administrative tasks should be kept to a minimum, it is recognised that the nature of the Service will require Instructors to spend small amounts of time on important matters which, in practice, can only be carried out by an Instructor. Such time should be capable of being recorded within the 35-hour week (and therefore within the additional annual 195 hours now available). Detailed advice on administration and other matters is available in a recently completed (August 2002) handbook.

3.7 Professional Review and Development

It is suggested that an average of approximately 2 hours per annum be allowed for each individual Reviewee to participate in the process of Professional Review and Development, this time to include the formal Review Interview.

3.8 Forward Planning

Not strictly applicable at present, but may be the subject of discussion within the IMS Consultative Group in the fullness of time.

3.9 Participation in Musical Ensemble Rehearsals/Concerts/Shows

These activities have traditionally formed a key part of an Instructor's work, although they have, in the main, been undertaken by Instructors on a voluntary good-will basis. It is hoped that the good-will which exists will remain, but in terms of accounting for professional activities within a 35 hour week it would be reasonable for an individual Instructor to take cognisance of time spent on these activities.

4. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

4.1 SNCT/11 indicates that:

"An additional contractual 35 hours (per annum) will be available as a maximum for all Music Instructors, which may consist of an appropriate balance of personal professional development, attendance at courses, involvement in performances, recitals, etc. The balance will be based on an assessment of individual need taking account of local and national priorities and shall be carried out at an appropriate time and place. Every Music Instructor will have an annual (CPD) plan agreed with his/her immediate manager".

4.2 This provision is virtually identical to that now in force for all teaching staff. In these circumstances, the guidelines for Angus teaching staff (December 2001) should apply also to Music Instructors. However, the following additional advice is offered for the purposes of clarification.

a) What activities? (Section 3.1 of JNCT Guidelines for CPD)

In the case of a Music Instructor, all the activities listed in 3.1.1 are relevant, as may be activities of specific relevance to an instrumentalist. However, any remunerated activity undertaken by a Music Instructor will not be included within the annual CPD plan.

b) Annual CPD Plan

In common with teachers, Music Instructors should be preparing annual Personal Action Plans each of which should encompass the Instructor's CPD plan – agreed with the EDO. These plans collectively will contribute to the annual IMS Development Plan and associated Training Plan. Each Instructor's CPD plan (which should be drawn up using the agreed format) should be the subject of agreement between the Instructor and the EDO.

5 RELATED ISSUES

5.1 Flexibility

Experience suggests that the IMS should retain some time to be allocated flexibly.

5.2 Trade Unions/Professional Association Meetings

Reasonable time for Trade Unions/Professional Association meetings should be available during the 35 hour week or during In-Service closure days. Staff representatives should be given the opportunity to consult their members on issues which relate to their conditions of service.

5.3 Travelling Time

"Travelling time **during the school day** shall be regarded as pupil contact time except during the midday break when the Instructor shall have a personal break of not less than 40 minutes." (SNCT/11 Appendix 2, para 3j). Detailed advice on claims for travelling expenses is covered in the IMS handbook.

5.4 Consultative Mechanism

To assist the process of reaching agreement on collective time, the IMS should put in place an effective consultative mechanism. (See appendix of JNCT school guidelines on 35-hour week – this should be adapted to suit the circumstances of the IMS).

5.5 Annual Calendar

The spirit of the tripartite agreement emphasises a collegiate approach to planning: the IMS will require to devise an annual calendar and programme of activities relating to all aspects of the 35 hour week, to define procedures which allow individual Instructors to audit their time against the agreement on collegiate time, and to prioritise/effectively manage their respective workloads.

5.6 Formal Annual Ratification

The IMS must ensure that working time decisions are ratified annually by the EDO and the staff representative(s). The jointly signed agreement must be available for inspection by the Director of Education and by local trade union representatives.

5.7 Participation in Central Group Rehearsals and Concerts

5.7.1 The facility for pupils to perform in ensembles/orchestras provides a key ingredient in the development of young instrumentalists; the dedication, commitment and enthusiasm of Music Instructors in Angus have produced innumerable performances of high quality – performances which have immeasurably increased the self-esteem of the children and young people involved. In taking forward the national Agreement, therefore, it will be important to build on the excellent traditions now established, and to retain the good-will and enthusiasm of Music Instructors.

5.7.2 To date, the time which Instructors have devoted to these Central Group rehearsals and concerts has been remunerated by way of additional payments (usually in the form of “minor contracts”). The Council has no plans to amend current arrangements. However, there are two possible scenarios which may be considered in the future:

- a) Music Instructors may be recruited in specific disciplines with a contractual obligation to spend some time working centrally with groups of pupils as well as with individuals and groups in schools – on the basis of the combined (full-time) duties being capable of being discharged within a maximum of 35 hours in any one working week.
- b) Some Music Instructors may wish voluntarily to account for a small proportion of the time spent with central groups as part of their normal annual programmes of contractual activities, based on a 35-hour working week.

5.8 Failure to Agree

In the unlikely event of a failure to reach agreement within the IMS on any aspect of the 35-hour working week, reference should be made to the Angus Joint Negotiating Committee for Teachers.