

Scottish Negotiating Committee for Teachers

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21st March 2002

Dear Colleague

SNCT/11

SALARIES AND CONDITIONS OF SERVICE AGREEMENT MUSIC INSTRUCTORS

1. The SNCT has reached agreement on a pay increase to the Music Instructors' scale with effect from 1 April 2002, 1 January 2003 and 1 August 2003.
2. Details of the changes to pay are contained in Appendix 1 to this circular.
3. Circular SNCT/4 indicated that a working week of 35 hours would apply from 1 August 2001. An additional contractual 35 hours per year will be introduced from 1 August 2002 for appropriate activities. Details of the conditions regarding working time and other conditions of service are attached as Appendix 2 to this circular.
4. It is also agreed that with effect from 1 April 2004 there is no longer a contractual link of 92.5% to the unpromoted teacher scale. As at that date the music instructors scale is an independent scale.
5. This agreement is without detriment to local arrangements or agreements.
6. Further advice on the terms of the circular is available from the Joint Secretaries.

Yours sincerely

Dan Brown (Employers' Side)
Ken Wimbor (Teachers' Panel)
John Swift (Scottish Executive)

Joint Secretaries

To: Chief Executives
Directors of Education
Directors of Personnel

c.c. Directors of Finance.

(2) **Conditions of Service**

(a) **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 locally directed in-service training.

(b) **Working Hours**

(i) The working week for Instructors shall be 35 hours per week. A maximum of 27.5 hours in any one week shall be devoted to pupil contact and a minimum of 2.5 hours per week shall be available for preparation, instrument maintenance, transposition and orchestration.

(ii) The remaining 5 hours during the week shall be available to be used for an appropriate and agreed balance of the following activities:

- Preparation of lessons
- Preparation of reports/records etc.
- Forward planning
- Parental liaison (by appointment)
- Staff meetings
- School/pupil performances
- Rehearsing school musical ensembles
- Instrument provision and maintenance
- Rehearsing authority ensembles
- Professional review and development
- Whole authority initiatives such as the NOF project
- Continuing Professional Development.

(iii) An additional contractual 35 hours 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 plan agreed with his/her immediate manager.

(3) **Travelling Time**

Travelling time between schools 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.

(4) **Teachers' Scheme of Conditions of Service**

The relevant provisions of the Teachers' Scheme of Conditions of Service shall apply, amended to include the above provisions or otherwise as agreed, from time to time within the SNCT.
