

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel) Philip Jackson c/o EIS Offices 24 West High Street Forfar DD8 1BA	Joint Secretary (Angus Council) Sheona C Hunter Head of Law and Administration Angus House Forfar DD8 1AN
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26 October 2009

SCH/SG/CB

Dear Colleague

**AJNCT/6 (AMENDED)
EDUCATIONAL PSYCHOLOGY SERVICE: CONDITIONS OF SERVICE**

The Scottish Negotiating Committee for Teachers issued Circular SNCT/16 on the Conditions of Service for the Educational Psychology Service on 2 July 2003, which advised that agreement had been reached on a pay increase to the Psychologists scales with effect from 1 April 2001, 1 April 2002 and 1 April 2003.

SNCT/16 also advised that Psychologists would be required to undertake an additional contractual 35 hours (as a maximum) of continuing professional development (CPD) from 1 August 2002.

Following discussions, agreement has been reached on updated conditions of service for staff in the Council's Educational Psychology Service. These are attached as an **Appendix** to this Circular.

This Appendix was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 16 September 2009 and subsequently ratified by the Staffing Sub-Committee on 21 October 2009.

Yours sincerely

**SHEONA HUNTER
PHILIP JACKSON**
Joint Secretaries

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cc: Chief Executive
Head of Finance
Director of Education
Assistant Chief Executive

**APPENDIX TO CIRCULAR AJNCT/6
(AMENDED – OCTOBER 2009)**

**ANGUS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

EDUCATIONAL PSYCHOLOGY SERVICE

CONDITIONS OF SERVICE

1 BACKGROUND

- 1.1 On 2 July 2002, the Scottish Negotiating Committee for Teachers issued Circular SNCT/16. On 12 February 2009, SNCT 09/09 was issued.
- 1.2 The EPS issues which these guidelines seek to address are all highlighted within SNCT/16 and SNCT 09/09 and relate to Working Hours and the Working Year.

2 ANNUAL LEAVE ARRANGEMENTS

- 2.1 The annual leave entitlement of any Educational Psychologist will be:
- 35 days for members of staff with less than 5 years continuous* service
 - 40 days for members of staff with 5 years or more continuous* service at the beginning of a leave year
 - the leave entitlement for part-year service will be calculated on a pro rata basis
 - the leave entitlement noted above includes the 7 fixed public holidays set by Angus Council on an annual basis

**For the purposes of this entitlement, the continuous service date for any individual member of staff will be that which is used to calculate sickness and redundancy entitlement, explicitly set out in the individual Statement of Particulars issued to each new member of staff.*

- 2.2 EPS staff, like all teaching staff, have a contractual obligation to undertake an **additional** 35 hours of CPD per annum (as a maximum).
- 2.3 EPS staff in Angus will have some working days each year (within their normal working year) devoted to their own CPD, these days being identical for all members of staff, thereby enabling team-based training to be undertaken.
- 2.4 EPS staff have the facility to take a maximum of 8 working days per annum of Time Off in Lieu (TOIL) for any agreed additional twilight/weekend working which requires to be undertaken.

3 AGREED ARRANGEMENTS FOR WORKING YEAR AND WORKING WEEK

3.1 Annual Leave

- *The leave year for EPS members runs from 1 January to 31 December. Annual leave must be taken within the leave year and only in exceptional circumstances would any untaken leave be available to be carried forward into the next leave year. Even in these exceptional circumstances, the maximum period of leave eligible to be carried forward would be 5 days, and these 5 days leave would have to be taken within one calendar month of the end of the leave year.*
- *Requests for leave should be made in writing to the Principal Psychologist* using the standard request form.*
- *Staff are required to liaise with the Principal Psychologist* in order to agree when it is most appropriate, subject to the requirements of the Angus Psychology Service, to take periods of annual leave. Annual leave will normally be taken during school holiday periods.*
- *On an annual basis, one EPS Training Day will be arranged – in advance – either immediately after the last day of the school summer term in June/July or immediately before the commencement of the new school session for staff; EPS staff will be expected to be on duty on this day, the precise date being arranged with at least 6 months advance notice.*

**Personal requests from the Principal Psychologist for Annual Leave should be submitted to the Senior Education Manager.*

3.2 Working Week

- *The 35 hour working week should be thought of as comprising a “normal” working day from 09.00 am until 5.00 pm with a one-hour lunch break.*
- *EPS staff may vary the precise timing of each working day, provided an arrangement is made with the Principal Educational Psychologist to record the actual hours worked each day, and also on the understanding that the actual hours worked should be a matter for approval on a monthly basis after discussion between the individual member of staff and the Principal Educational Psychologist.*

3.3 Time Off in Lieu (TOIL)

- *The facility to take Time Off in Lieu of additional hours worked on approved activities will continue to be available, and the use of this facility will be monitored by the Director of Education on an annual basis.*
- *TOIL will only be available in respect of clearly defined approved duties undertaken in excess of the normal working week, such duties to include:*
 - ⇒ *participating in evening activities involving parents*
 - ⇒ *participating* in courses/conferences in evening or at weekends.*

**see also 3.5 below: participation in courses/conferences is more likely to feature as part of an annual CPD programme than as qualifying for TOIL*

- *Permission to participate in any out of hours activities (to compensate for which the staff member wishes to apply for TOIL) must be sought as far in advance as possible from the Principal Psychologist, using a standard pro forma. Normally such permission must be sought at least 7 days in advance of the activity, with this minimum notice requirement being waived only in the most exceptional of circumstances.*
- *In some circumstances, by mutual agreement between the member of staff and the Principal Psychologist, TOIL will be taken within what would otherwise have been a normal working day/working week – normally within ten working days of the out of hours activities having been undertaken.*
- *Otherwise TOIL will normally be taken during school holiday periods; in this context, the maximum amount of TOIL which any EPS member will be eligible to accrue within any one school session will be 8 days – to be taken during school holiday periods – and should be the subject of discussion with the Principal EP on the same basis as other annual leave requests (see para 3.1 above).*

3.4 Payment for Additional Activities

- *In unusual circumstances, and with the agreement of the individual member of staff, additional payments may be made for approved duties undertaken in excess of the normal contractual working week.*

3.5 Continuing Professional Development (CPD)

- *The chartering regime of the BPS will continue to demand CPD from Psychologists and this requirement will be recognised as the most appropriate way of fulfilling the new contractual commitment to CPD.*
- *The annual working time set aside for CPD activities for EPS staff should be undertaken within the context of JNCT advice on CPD for all teaching staff in Angus (AJNCT/3).*
- *Normally at least one full day of whole-EPS CPD activities will be arranged in the course of the pupil year – that day being reckoned as contributing a total of 7 hours towards the contractual obligation to undertake 35 hours per annum of CPD activities. In addition, the one EPS training day arranged in June/July or August (see 3.1 final bullet point) will be reckoned as contributing 7 hours also towards this contractual obligation.*
- *The annual EPS Service Plan will incorporate a Training Plan – which will influence (and be influenced by) the individual and collective Staff Development needs of the EPS.*
- *Each member of staff should agree a CPD plan annually (normally before 30 September) with her/his line manager.*
- *The CPD plan should include reference to some CPD activities being undertaken outwith the agreed 35 hour working week as well as making reference to the 2 days of organised CPD activities for the whole of EPS and to any other CPD activities which may be planned within the working week/working year (eg whole-EPS training days during school holiday periods)..*
- *CPD activities should be recorded on a standard pro forma by each member of staff so that a CPD portfolio can be built up.*