

# ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)  
David Drysdale  
c/o EIS Offices  
24 West High Street  
Forfar DD8 1BA

Joint Secretary (Angus Council)  
Sheona C Hunter  
Head of Legal & Democratic Services  
Angus House  
Forfar DD8 1AN

28 February 2014

Dear Colleague

## **AJNCT/4 (AMENDED) 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 21<sup>st</sup> 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).

Angus Joint Negotiating Committee for Teachers approved guidelines for Music Instructors in Angus in December 2002.

As a result of a review, particularly in respect of Music Instructors' participation in Musical Ensemble Rehearsals/Concerts/Shows, the agreement has been updated.

The revised guidelines, attached as an **Appendix** to this Circular, were approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 5 February 2014 and subsequently ratified by the Staffing Sub-Committee on 25 February 2014.

Yours sincerely

**SHEONA C HUNTER  
DAVID DRYSDALE**

Joint Secretaries

Enc.

cc: Chief Executive  
Strategic Director – People  
Service Manager – Human Resources  
Head of Corporate Improvement and Finance

**ANGUS COUNCIL - JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

**“A TEACHING PROFESSION FOR THE 21<sup>ST</sup> 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 the SNCT Handbook 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 has been the subject of consultation between the Music Support Officer and Music Instructors.

**2. 35 HOUR WEEK - GENERAL**

- 2.1 The working year for Music Instructors shall 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 35 hour working week will comprise:
  - > a maximum of 27.5 hours for pupil contact to include routine teaching and musical activities such as group rehearsals, concert preparation, etc.
  - > 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.

- 2.3** 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 e.g. preparation time below the minimum amount.
- 2.4** Certain duties and activities will necessarily require to be undertaken on school or Council 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 Music Support Officer of their intentions in this respect.
- 2.5** The use of the time available beyond the combined class contact and preparation time (a total of some 195 hours annually) shall comprise an appropriate balance of the following activities at school/council level:
  - a) Preparation of lessons
  - b) Preparation of reports/records
  - c) Forward planning
  - d) Parental liaison (by appointment)
  - e) Staff meetings
  - f) School/pupil performances
  - g) Rehearsing music ensembles
  - h) Instrument provision and maintenance
  - i) Professional review and development
  - j) Continuing professional development
- 2.6** 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).
- 2.7** Each Music Instructor will participate in musical ensemble rehearsals and concerts/shows. These activities will be undertaken as part of the 35-hour working week. Part-time Instructors will contribute on a pro rata basis. Working time agreements should reflect the individual contribution required for each Music Instructor.
- 2.8** To recognise the additional preparation and organisation required, a Conductor of Angus Orchestras/Bands will receive an additional payment for up to a maximum of 9 hours.

### **3. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

- 3.1** CPD shall be undertaken by Music Instructors in accordance with the SNCT Handbook Part 2 Section 3 paragraph 3.18 which states:

*“All music instructors have a contractual requirement to complete 35 hours Continuing Professional Development (CPD) per annum. CPD may consist of an appropriate balance of personal professional development, attendance at courses, involvement in*

*performances and recitals. 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.”*

**3.2** Any remunerated activity undertaken by a Music Instructor will not be included within the annual CPD plan.

**3.3** Part-time Music Instructors will undertake CPD on a pro-rata basis.

## **4. RELATED MATTERS**

### **4.1 Flexibility**

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

### **4.2 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.

### **4.3 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.”* (SNCT Handbook Part 2 Section 3 Paragraph 3.19). Claims for travelling expenses should be in accord with Council policy. Advice on claiming for travelling expenses is available from the Music Support Officer or, if necessary, Senior Education Manager.

### **4.4 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.

### **4.5 Formal Annual Agreement**

The IMS must ensure that working time decisions are agreed annually with the Music Support Officer and the staff representative(s). The jointly signed agreement must be available for inspection by the Strategic Director - People and by local trade union representatives.

### **4.6 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.

February 2014