

## ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)  
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Joint Secretary (Angus Council)  
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20 February 2020

Dear Colleague

### **AJNCT/4 (AMENDED)**

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

Guidelines for Music Instructors were agreed in December 2002. This agreement was revised in February 2014 as a result of a review, particularly in respect of Music Instructors' participation in Musical Ensemble Rehearsals/Concerts/Shows.

This agreement has now been further revised to reflect changes in the Schools and Learning team management structure arising from the Angus Council Managers' Review, which was completed in November 2017.

This amendment to the local agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 10 December 2019, and subsequently ratified by the Staffing Sub-Committee on 18 February 2020.

Yours sincerely

**JIM HAMMOND**  
**MIKE CALLAGHAN**

Joint Secretaries

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cc: Chief Executive  
Director of Education and Lifelong Learning and Chief Education Officer  
Director of HR, Digital Enablement and Business Support

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

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

**1 35 HOUR WORKING WEEK**

**1.1** The working year for Music Instructors shall consist of 195 days of which 188 will coincide with the school year for pupils with the remaining 7 days to be used for the Instrumental Music Service (IMS) in-service training programme and to coincide with the 5 days available for teacher in-service training.

**1.2** 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.

**1.3** 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.

**1.4** 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 Lead Music instructor of their intentions in this respect.

**1.5** 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 school and regional musical ensembles
- h) Instrument provision and maintenance
- i) Professional review and development
- j) Continuing professional development

**1.6** 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).

- 1.7** Each Music Instructor will participate in school based 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.
- 1.8** For Angus-wide bands and orchestras time off in lieu (TOIL) may be claimed by each instructor involved up to a maximum of 25 Hours. This is pro rata for part time staff. This must be requested in advance using the appropriate proforma and signed off by the Lead Music Instructors. TOIL time must also be taken during designated periods as advised by the Lead Music Instructor. It should also be taken no later than the end of the term following the period the additional hours were worked.
- 1.9** To recognise the additional preparation and organisation required, a Conductor of Angus Orchestras/Bands will receive an additional allocation of toil time of up to 9 hours.

## **2 CONTINUING PROFESSIONAL DEVELOPMENT (CLPL)**

- 2.1** CLPL 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 Learning (CLPL) per annum. CLPL 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.”*

- 2.2** Any remunerated activity undertaken by a Music Instructor will not be included within the annual CLPL plan and permission must be sought to undertake any paid work out with working hours. This should be requested using the Angus Council proforma for paid employment outwith working hours and be signed off by a service manager.
- 2.3** Part-time Music Instructors will undertake CLPL on a pro-rata basis.

## **3 RELATED MATTERS**

### **3.1 Flexibility**

Experience suggests that the IMS should retain sometime within the annual 35 hour week working time agreement to be allocated flexibly.

### **3.2 Trade Unions/Professional Association Meetings**

Reasonable time for Trade Unions/Professional Association meetings should be available 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.

### **3.3 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 lead music Instructors.

### **3.4 Annual Calendar**

There requires to be a collegiate approach to planning. The IMS 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.

### **3.5 Formal Annual Agreement**

The Lead Music Instructors must ensure that working time decisions are agreed annually with the IMS team on an individual basis The jointly signed agreements must be available for inspection by the Service Manager Schools and Learning and by local trade union representatives.

### **3.6 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.