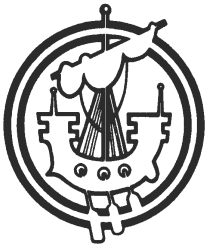


# COMHAIRLE NAN EILEAN SIAR

Department of Education

## Local Negotiating Committee Agreement

<b>Title:</b>	<b>GUIDELINES ON THE 35-HOUR WORKING WEEK AND ADDITIONAL 35-HOURS CPD PER ANNUM FOR MUSIC INSTRUCTORS</b>
<b>Date:</b>	<b>15 SEPTEMBER 2004</b>



# COMHAIRLE NAN EILEAN SIAR

## Department of Education

### Local Negotiating Agreement: September 2004

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## **GUIDELINES ON THE 35-HOUR WORKING WEEK AND ADDITIONAL 35-HOURS CPD PER ANNUM FOR MUSIC INSTRUCTORS**

### **INTRODUCTION**

- 1.1 The Scottish Negotiating Committee for Teachers issued information on pay and conditions of service for Music Instructors in SNCT/11.
- 1.2 The Comhairle currently employs 3.2 FTE Gaelic Singing instructors, 3 Piping Instructors and one Instructor in Brass and Woodwind. The authority is in the process of employing additional instructors under the Youth Music Initiative to enable the authority to meet the expectation that all pupils will be offered one year's free music tuition by the end of Primary 6.
- 1.3 The guidelines which follow in this paper are based on the terms of the national agreement and cross-refer to other relevant local agreements, to which they are a supplement. 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 and schools and which will set the parameters for the working week for Instructors.

### **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 coincide with the 5 days available for teacher in-service training, and to be available for CPD purposes for the instructors.
- 2.2 The 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.
- 2.3 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 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
  - Administration
  - Professional Review and Development
  - Forward Planning
  - Participation in Rehearsals, Concerts and Shows
- 2.6 The terms of the Guidelines on Working Time agreed for teaching staff are applicable to instructors, with the exception of the specification in terms of class contact. The form for recording the distribution of time should be as in the Working Time Agreement, which is appended to this document.

### **PARTICIPATION IN REHEARSALS/MODS/CONCERTS/SHOWS**

- 3.1 These activities have traditionally formed a key part of an Instructor's work, although they have sometimes 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.
- 3.2 The facility for pupils to perform in choirs, ensembles/orchestras provides a key ingredient in the development of the talent of young people; the dedication, commitment and enthusiasm of Music Instructors in the Western Isles have produced innumerable performances of high quality – performances which have immeasurably increased the self-esteem of the children and young people involved.
- 3.3 Time spent working with groups centrally may form part of the contractual duties allocated within the 35 hour week.

### **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 Comhairle policy and procedures for teaching staff should also apply to Music instructors. It should be noted, however, that any remunerated activity undertaken by an instructor will not be included within the annual CPD plan.

### **SPECIFIC ITINERANT STAFF CONDITIONS OF SERVICE**

- 5.1 Instructors are subject to the same conditions of service as itinerant teaching staff. These are fully explained in Section G of the Schools' Administration Handbook, available in all schools and on the Education Department website.

### **FAILURE TO AGREE**

- 5.1 In the unlikely event of a failure to reach agreement with the line manager, the matter can then be referred to the Head of Secondary Education and Human Resources. Matters still unresolved thereafter may be referred to the LNC Teaching Staff for final decision.

**A Teaching Profession for the 21<sup>st</sup> Century  
Guidelines for Working Time**

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**PLANNING FORMAT FOR THE WORKING YEAR/WEEK**

<b>School</b>	
<b>Instructor</b>	

ACTIVITY	TIME AGREED
Additional preparation/learning of accompaniments	
Parental liaison (usually by appointment)	
Staff Meetings	
Completion of Pupil Reports	
Instrument Maintenance	
Curriculum Development	
Forward Planning	
Continuing Professional Development	
Participation in Rehearsals, Concerts and Shows	
Professional Review and Development	
Administration	

<b>Signature of Instructor</b>		<b>Date</b>	
<b>Signature of Line Manager</b>		<b>Date</b>	