

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

13 May 2011

**To: Chief Executives
Council Members
MSO/TUSO**

JOINT NEGOTIATING COUNCIL CIRCULAR NO 194 – ADDENDUM

Officers on Teacher Related Salary Scales - Peripatetic Instrumental Music Tutors Staff Currently Undertaking Management Duties

The Joint Secretaries of the Joint Negotiating Council for the Education and Library Boards have agreed that Instrumental Music Tutors who have been appointed to posts of responsibility to undertake management, leadership and co-ordinating duties within the Music Service, are entitled to receive an additional management allowance as detailed below:-

| Level of Management Allowance | Annual Allowance w.e.f. 01.09.09 | Annual Allowance w.e.f. 01.09.10 |
|--------------------------------------|---|---|
| Level 1 Management Allowance | 1,805 | 1,847 |
| Level 2 Management Allowance | 3,647 | 3,731 |
| Level 3 Management Allowance | 6,263 | 6,407 |
| Level 4 Management Allowance | 8,628 | 8,826 |
| Level 5 Management Allowance | 11,643 | 11,911 |

Boards may award only one of five Management Allowances to a Music Tutor. Where a Music Tutor in receipt of a Management Allowance assumes further additional responsibility, the Board may award a Management Allowance of a higher value.

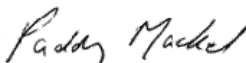
A Management Allowance should not be awarded to a Music Tutor for a duty which is already required by the Music Tutor job description. The allowance will be paid for additional duties which include leading, managing and developing a section(s) of the Board's Music Service, and/or leading and managing overall pupil development in the identified section(s) of the Music Service, and/or involve leading, developing and enhancing the practice of Music Tutors in the identified section(s) of the Boards' Music Service.

The rate of the allowance will be determined in accordance with the rate for the Teaching Allowance in DE Circular 2010/19 [copy attached with JNC Circular No. 188].

A copy of JNC Circular No 194 has been attached for information.



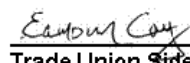
Management Side Secretary
J Curran



Trade Union Side Secretary
P Mackel



Trade Union Side Secretary
L Kerr



Trade Union Side Secretary
E Coy



Trade Union Side Secretary
T Trainor

Council Secretary:

Philip Robinson

Forestview, Purdy's Lane, Belfast, BT8 7AR

Telephone: 028 9049 1461 Facsimile: 028 9049 1744

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

29 March 2011

**To: Chief Executives
Council Members
MSO/TUSO**

JOINT NEGOTIATING COUNCIL CIRCULAR NO 194

Officers on Teacher Related Salary Scales

Revised Salary Scales for Peripatetic Instrumental Music Tutors Introduction of Staff Development Progression [SDP] Points w.e.f. 1 September 2008

The Joint Secretaries of the Joint Negotiating Council for the Education and Library Boards have agreed to the payment of two additional salary points [to be known as Staff Development Progression (SDP)] to Instrumental Music Tutors on a personal-to-holder basis.

The payment will be applicable to those Instrumental Music Tutors who have reached M6 on the current teacher related salary scale and who have been successful under the agreed assessment arrangements.

The first SDP point is payable from 1 September 2008, at the earliest, to those Instrumental Music Tutors on point M6 at that date and who have four years service, and the second SDP point is payable from 1 September 2010, at the earliest, to those Instrumental Music Tutors successful in obtaining the first SDP point, where the above criteria have been met.

A copy of the relevant SDP form referred to above is attached to this circular.

Evaluation

After a period of one year, a statistical analysis of recruitment and retention will be undertaken and staff and management will be surveyed to assess morale and views regarding the operation of the development process.

The new salary ranges are detailed below:

1. Qualified Tutors Appointed after 01.10.90 Pay Scales for Qualified Teachers Points M2 – M6

| Scale Point | Annual Salary w.e.f. 01.09.08 | Annual Salary w.e.f. 01.09.09 | Annual Salary w.e.f. 01.09.10 |
|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| M2 | 22,259 | 22,771 | 23,295 |
| M3 | 24,048 | 24,602 | 25,168 |
| M4 | 25,898 | 26,494 | 27,104 |
| M5 | 27,939 | 28,582 | 29,240 |
| M6 | <u>30,148</u> | <u>30,842</u> | <u>31,552</u> |
| | 31,203 ¹ | 31,920 ¹ | 32,656 ¹ |
| | 32,295 ¹ | 33,038 ¹ | 33,799 ¹ |

Cont'd over/.....

¹ To allow for the award of Staff Development Progression (on a personal to holder basis if eligible)

2. **Unqualified Tutors in posts at 01.10.90
Pay Scales for Qualified Teachers Points M1 – M6**

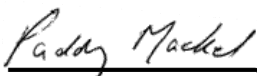
| Scale Point | Annual Salary w.e.f. 01.09.08 | Annual Salary w.e.f. 01.09.09 | Annual Salary w.e.f. 01.09.10 |
|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| M1 | 20,627 | 21,102 | 21,588 |
| M2 | 22,259 | 22,771 | 23,295 |
| M3 | 24,048 | 24,602 | 25,168 |
| M4 | 25,898 | 26,494 | 27,104 |
| M5 | 27,939 | 28,582 | 29,240 |
| <u>M6</u> | <u>30,148</u> | <u>30,842</u> | <u>31,552</u> |
| | 31,203 ² | 31,920 ² | 32,656 ² |
| | 32,295 ² | 33,038 ² | 33,799 ² |

3. **Unqualified Tutors appointed after 01.10.90
Pay Scales for Qualified Teachers Points M1 – M5**

| Scale Point | Annual Salary w.e.f. 01.09.08 | Annual Salary w.e.f. 01.09.09 | Annual Salary w.e.f. 01.09.10 |
|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| M1 | 20,627 | 21,102 | 21,588 |
| M2 | 22,259 | 22,771 | 23,295 |
| M3 | 24,048 | 24,602 | 25,168 |
| M4 | 25,898 | 26,494 | 27,104 |
| M5 | 27,939 | 28,582 | 29,240 |



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² To allow for the award of Staff Development Progression (on a personal to holder basis if eligible)

THE ----- EDUCATION AND LIBRARY BOARD

STAFF DEVELOPMENT PROGRESSION (SDP) FORM

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This application form will be handled IN CONFIDENCE at all times. Access to the form will be restricted to those who are playing a part in the assessment process.

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| <p>The information will be processed within the terms of the Data Protection Act 1998. Following assessment the form will be retained by the assessing officer. No copies will be made.</p> <p>In line with the Board's commitment to equality of opportunity, the application form will be processed regardless of gender, ethnicity, disability or age.</p> <p>Please return your completed form to _____ by _____</p> |
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1. **PERSONAL DETAILS**

- (a) Full Name:
- (b) Current Post:
- (c) Pay Range – JNC Circular 189 point to
- (d) Pay Number (from pay slip):
- (e) Line Manager:
- (f) Date last staff development interview (appraisal) took place with line manager (if appropriate).
.....

2. **ELIGIBILITY FOR SDP PROCESS**

- (a) *Date commenced service in the Board:*
- (b) *Date commenced service in the Board's Music Service:*
- (c) *If you have a minimum of four years' service with the Board's Music Service you are automatically eligible to apply for the SDP. Please tick the box below if you believe this applies to you.*
- (d) *If you do not meet the criteria but wish to be considered for eligibility on the basis of **exceptional circumstances**, please confirm by ticking the box below and attaching your written case to this form when submitting your application.*

SECTION 1 : SDP LEVEL 1

The level one SDP involves assessing an officer's contribution against the duties and responsibilities of the post held and achievements against any targets and objectives established for the post-holder.

A

1. Please attach job description for post held

Job Description attached
(Please tick)

2. Please attach a list of the main duties and responsibilities of the post agreed with line manager indicating progress/achievements against these targets.

Please request line manager to countersign.

Targets information
attached
(Please tick)

B

The information in this section should be recorded in **bullet point form only, with sources of evidence to support points made cited in brackets next to each point.**

Reference should normally be made to your work over the last two years only. The information below is not an exhaustive list. If there are any other appropriate points please indicate.

(i) **PERSONAL DEVELOPMENT**

Please tick at least three of the following and make clear what you consider to be your area of specialism. Additional evidence to be supplied would include developing knowledge and skills.

➤ Attending In-Service courses and staff development days.

➤ Personal reading and study.

➤ Researching issues and topics which have arisen in the course of your professional work.

(ii) DEVELOPING SERVICES

Please tick at least three of the following and cite evidence that you have contributed to the development and/or implementation of policies operated by the Boards' Music Services.

➤ Contribution to the formation/development/implementation of Music Service Policies

➤ Meeting/contributing to Music Service objectives of the Board.

➤ Meeting performance targets of the service.

➤ Supporting newly-appointed colleagues during induction.

SDP Level 1: Developing Services

ASSESSOR'S COMMENTS

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(iii) IMPROVING STANDARDS

Please tick at least three of the following and cite evidence to identify the contribution you make to the improvement and evaluation of Music Service delivery

➤ Contributing to the quality of service delivery.

➤ Contributing to the improvement and evaluation of service delivery.

➤ Meeting performance targets in line with the services' business/development plan.

➤ Contributing to managing change in the Music Service.

➤ Taking part in objective evaluation of the service.

➤ Contributing to the development of good relationships with service users, other Board sections and external agencies.

SDP Level 1: Improving Standards

ASSESSOR'S COMMENTS

(iv) **MANAGEMENT AND ADMINISTRATION**

Please tick at least three of the following and cite evidence to indicate how you manage and assess resources to provide efficient delivery of services.

➤ Efficient and effective management of working time

➤ Managing and establishing priorities in relation to individual roles and responsibilities

➤ Negotiating with service users e.g. principals, heads of music, parents, pupils to ensure the optimum use of working time.

➤ Making recommendations for service provision in accordance with Music Service Criteria.

➤ Completing required administrative records and reports.

SPA Level 1 : Administration

ASSESSOR'S COMMENTS

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➤ Promoting social inclusion.



SDP Level 1: Equality of Opportunities

ASSESSOR'S COMMENTS

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SECTION 2 : SDP LEVEL 2

The level two SDP involves assessing an officer's sustained contribution to the efficiency and effectiveness of the service within which they work at a strategic level. In this context sustained will be taken to mean:

- Satisfactory performance throughout the qualification period of the criterion areas listed above as evidenced by, for example, Staff Appraisal Reports, evidence supplied by line managers etc;
- Satisfactory attendance at work throughout the qualification period.

If you wish to apply for the level 2 SDP as well as level 1 please give examples below of your contribution, citing evidence as applicable.

CONTRIBUTION TO EFFICIENCY AND EFFECTIVENESS OF THE SERVICE

The information in this section should be recorded in bullet point form only with, sources of evidence to support points made cited in brackets next to each point.

SDP Level 2 : Contribution to Efficiency and Effectiveness of the Service

ASSESSOR'S COMMENTS