



TERMS AND CONDITIONS OF EMPLOYMENT FOR HERTS MUSIC STAFF

Your terms and conditions will be in accordance with The Hertfordshire Music Service Teachers Terms and Conditions (HMSTTC).

These are summarised below:

Hours of Work

You will need to be available to perform such duties at such times and such places as may be specified by the Head of the Music Service for 1235 hours pro rata in any year, those hours to be allocated reasonably throughout those days in the year which you are required to be available for work. An additional 30 hours CPD is claimable, pro rata for part time teachers. Working time shall be agreed with your line manager and shall be allocated as set out in the Hertfordshire Music Service Pay and Conditions of Service.

Place of Work

Your place of work will be specified prior to your start date.

At the discretion of the County Council, you may be required to work either permanently or temporarily at any other County Council establishment or other location within Hertfordshire.

Variable Hours

Variable Hours employees receive payment for actual hours worked.

Annual Leave

You are required to be available to teach in schools for a minimum of 33 weeks in each academic year and at such times as your timetable of work requires as agreed by your Area Head. Holidays shall not be taken during published term times without the prior agreement of your line manager.

Leave for Variable Hours

Annual Leave will be accrued based on actual hours worked. Payments for annual leave will normally be made on a termly basis in January, May and September each year. The accrual rate of pay for annual leave is detailed below. Bank holidays may vary from year to year.

		Accrual Rate
Annual Leave Entitlement (including bank	28 days	12.56%

holidays)		
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Statutory Holidays

There are normally 8 statutory holidays each year: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Late Spring Holiday (Monday), Late Summer Holiday (Monday).

Notice Periods

The contractual notice period which you are required to give to the council is a minimum of half a term's notice in writing.

Probation

If you are in your first year of employment with the County Council your employment will be on the basis of satisfactory completion of a years' probationary period. During the probationary period you will be expected to demonstrate your suitability for the job. Your contract of employment may be terminated at any stage during the probation period in the event of unsatisfactory performance, and in this circumstance statutory notice will be provided.

Benefits

Working for HCC entitles you to a large variety of rewards and benefits. All non-school employees will have access to Herts Rewards portal which can be accessed from any computer or smart phone or via a telephone helpline. Please note, eligibility criteria may apply to some local benefits. Please go to www.hertsrewards.co.uk

Pensions

Membership of the Teachers' Pension Scheme is automatic as a new starter. If you choose not to be a member you must refer to the guidance on www.teacherspensions.co.uk, within three months in order to receive a refund of contributions.

A Tiered Contribution Structure exists within the Scheme. The contribution band within which an employee falls is determined by their whole time contracted pensionable salary. A table containing the current contribution rates can be found on www.teacherspensions.co.uk.

Learning & Development

You will be required to participate in the Teachers Performance Management scheme operated by the Hertfordshire Music Service.

Grievances

If you have any grievance relating to your employment you are entitled to pursue it through the relevant grievance procedure available in your school.

Employees who are in their probationary period should refer to the Probation Policy.

Disciplinary

While employed you will be expected to maintain standards of performance and behaviour appropriate to your responsibility as a member of the public service. Any variance from acceptable standards of performance and behaviour will render you liable to disciplinary action. A copy of the relevant disciplinary procedure is available in your school.

Appeals

The employee has the right to appeal any warning or dismissal decision to the Director of their department.