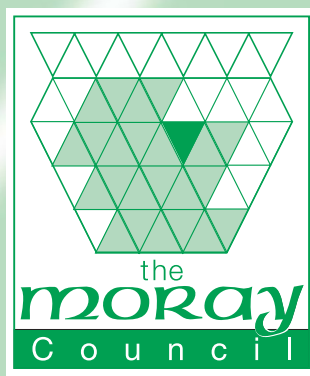


# WORKING FOR MORAY

## Information for Applicants (Teaching Posts)



**PLEASE READ THESE NOTES CAREFULLY BEFORE  
COMPLETING THE APPLICATION FORM**

## GENERAL INFORMATION

# • A PROFILE OF MORAY •



### Locality

Moray encompasses some of Scotland's most remote and breathtaking countryside with spectacular beauty and an abundance of wildlife at the turn of every corner. Stretching from Lossiemouth in the north to Tomintoul in the south and from Cullen in the east to Forres in the west.

We also have the pleasure of hosting the River Spey - the fastest flowing river in Britain and the second longest river in Scotland (7th longest in the UK)

The majority of Moray's 86,940 population live in and around the city of Elgin, or the larger towns of Forres, Keith, Buckie and Lossiemouth, but many too enjoy our beautiful villages and hamlets.

The local people are most welcoming and friendly, keen to meet you in their 'mither tongue', the Doric.

### Communications

Moray's trunk road network currently consists of the A96 Inverness to Aberdeen route, effectively linking the A9 and A90 respectively and the A95 Keith to Aviemore road. Collectively, the A96, the A9 and the A90 form the Trans European Network in the North-East.

In terms of rail transportation, the main Inverness to Aberdeen rail route serves the area with local stations at Keith, Forres and Elgin.

The City of Elgin lies between two airports; Inverness Airport, located at Dalcross, 10 miles east of Inverness, and Aberdeen Airport - located 7 miles north west of Aberdeen City Centre near Dyce.

### Economy

Moray's traditional industries include distilleries and malting, agriculture, quarries, forestry, textiles and estate management. Recently tourism has also played a strong role in our local economy. The Moray Council and the Highlands and Islands Enterprise network recognise the importance of this 'new' industry and seek to provide business support services, training and financial assistance to local tourism based businesses.

Moray also hosts two Royal Air Force bases; RAF Lossiemouth and RAF Kinloss. The military personnel and their families are a major and well-integrated part of our community both economically and culturally.

### The Moray Council

The Moray Council currently employs some 5636 people, providing services such as Social work, Economic Development, Leisure Services, Planning and Roads and Education.

At the Moray Council we believe in keeping our community well informed of our actions. We regularly publicise information concerning new projects, practices and policies of the Council through local newspapers, radio and television. The 'minutes' of public meetings may be viewed at most Council offices and public libraries as too may the Community Plan and Local Plans. All of these information sources may be also be viewed via the Internet.

The public is also invited to participate in Local Government issues through Community Councils, public meetings and partnerships in our communities.

### The Moray Council Web Site

Our website contains a vast array of local information, from council services to local events and leisure activities. You can find us at [www.moray.gov.uk](http://www.moray.gov.uk)

# NOTES FOR APPLICANTS

## INTRODUCTION

The Moray Council aims to provide services of the highest quality for the community of Moray and believes that the key to achieving this is to have an efficient organisation employing well-trained people.

These notes are intended to outline the main aspects of employment with the Moray Council. They are intended to inform and assist applicants, but you should note that they are guidance notes only; a definitive statement on any particular aspect may be obtained from Personnel Services if required.

## COMPLETION OF THE APPLICATION FORM

- a) YOUR APPLICATION MUST BE ON THE COUNCIL'S APPLICATION FORM ISSUED WITH THESE NOTES. YOU MAY ADD FURTHER SHEETS OF INFORMATION, BUT THE APPLICATION FORM MUST BE COMPLETED IN FULL.
- b) The application form must be completed either in type or in neat handwriting and returned to the appropriate school or Personnel Services, as advised on further particulars sheet. Please mark your envelope "Application - In Confidence". To ensure that your application is considered, please return it by the closing date as stated.
- c) Please read the Job Description carefully.
- d) Applications will be shortlisted solely on the basis of information provided by applicants on their application form, accompanying sheets and references. Members of selection panels are not permitted to make assumptions about you or to take account of any personal knowledge they may have about your qualifications/experience. Therefore, please complete the application form fully yet concisely.
- e) A separate application form MUST be submitted for each post for which you wish to be considered.

## REFERENCES

All candidates are required to give the names of two referees on the application form. One of these must be your present or most recent employer, where relevant. The Moray Council operates an open reference policy for teaching staff that requires dialogue between the referee and the candidate. References for applicants currently employed outwith The Moray Council or not currently employed in teaching, may be provided in the conventional format.

## CANVASSING

Canvassing of members or officers of the Council directly or indirectly, in connection with an appointment with the Council, shall result in the candidate being disqualified. This means that you should not in any way try to influence anybody that may be connected with the shortlisting or interviewing of the post.

## DECLARATION

You are asked to sign a declaration on the application form that the information provided is true and complete to the best of your knowledge and belief. If you are appointed and it is subsequently discovered that you have made a false statement on the application form, the Council reserves the right to terminate your appointment.

## **EQUAL OPPORTUNITIES IN EMPLOYMENT**

All employees and applicants for employment will be given equal opportunity in recruitment, in training and promotion to more senior posts, irrespective of age, race, colour, sex, marital status, political or religious belief or disability. Selection decisions will be based solely on objective criteria related to the requirements of the position. The Council will interview all applicants with a disability who meet the essential criteria for a job vacancy.

## **NATIONAL INSURANCE NUMBER (NI NO)**

Employers must ensure, under Section 8 of the Asylum and Immigration Act 1996, that any prospective employee is legally entitled to live and work in the UK. In most cases, documentary evidence (e.g. P45, P60 or pay slip) of an NI No will suffice. If you do not have a NI No but you are entitled to live and work in the UK, you will be asked to supply documentary evidence to support this. If you have any queries, please contact the Department to which you are applying.

## **COMPLAINTS PROCEDURE**

If you feel your application has been unfairly treated, you can write to the Personnel Services Manager at Council Office, High Street, Elgin, IV30 1BX, explaining the nature of your complaint. Your complaint will then be investigated and a reply sent to you.

# **GENERAL CONDITIONS OF SERVICE**

## **GENERAL**

The general terms and conditions of employment are in accordance with the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education negotiated and agreed by the Scottish Joint Negotiating Committee for Teaching Staff in School Education as adopted by The Moray Council, and subject to certain modifications locally negotiated and agreed with representatives of Teachers' Unions (Local JNC).

Official copies of the Scheme of Salaries and Conditions of Service and local modifications are available for reference and inspection at each of the Authority's schools and within Educational Services and Personnel Services, The Moray Council, High Street, Elgin, IV30 1BX.

The membership of the SJNC and those SJNC Agreements and local collective agreements currently affecting your Terms and Conditions are given in Appendix A.

## **GENERAL TEACHING COUNCIL**

Any appointment to the teaching staff of The Moray Council is subject to the employee being currently and appropriately registered with the General Teaching Council for Scotland, and maintaining registration year by year.

## **WORKING YEAR AND HOURS**

The working year and working hours are as laid down in the Scheme of Salaries and Conditions of Service for Teachers and are set out in Appendix B.

## **ANNUAL LEAVE ENTITLEMENT**

In general, the annual leave entitlement of a teacher in school education shall be the balance of days beyond the teacher's working year excluding public holidays, Saturdays and Sundays. This will comprise of 55 days annual leave and 11 days designated as public holidays by the Authority. Leave must be taken to coincide with the school holiday periods, the dates of which are determined by the Authority.

Part-time staff are entitled to annual leave on a proportionate basis.

All teaching staff shall accrue leave on the basis of 0.3385 of a day for each worked, pro-rata for each part day worked.

## APPENDIX A

### 1 Membership of the Scottish Joint Negotiating Committee for Teaching Staff in School Education

The SJNC (TSSE) comprises 38 members appointed as follows:-

#### *Management Side*

Convention of Scottish Local Authorities	17
Secretary of State	<u>2</u>
	19

#### *Teachers' Side*

Educational Institute of Scotland	13
Scottish Secondary Teachers' Association	3
National Association of Schoolteachers/Union of Women Teachers	1
Professional Association of Teachers	<u>2</u>
	19

### 2 The SJNC Agreements currently affecting your terms and conditions are as follows:

- Salary Scales	-	Sickness and Maternity
- Hours and Leave	-	Allowances

### 3 The Local Collective Agreements currently affecting your Terms and Conditions are as follows:-

- Grievance Procedure
- Discipline Procedure
- Redeployment/Compulsory Transfer
- Compassionate and Special Leave Arrangements
- Job Share
- Appointment Procedures
- Staff Development and Review
- Early Retirement
- Travel Expenses for In-Service Training

## APPENDIX B

### 1 The Working Year for Teachers

The working year for teachers shall consist of 195 days of which 190 days will coincide with the school year for pupils with the remaining 5 days being worked by the individual teacher on duties as planned by the Council (eg in-service training).

There may be occasions when the duties of senior promoted staff (ie Head Teachers and Depute Head Teachers) will require to be carried out beyond the normal working year for teachers. The Head Teacher will be responsible to the Educational Services for making appropriate arrangements to deal with: -

- any emergency situation arising during the school holidays;
- action arising out of the reporting of examinations results; and
- unforeseen administrative action required in respect of the management of the school's finances, supplies, personnel matters and building maintenance.

### 2 The Working Hours of Teachers

Head Teachers and Depute Head Teachers will carry out their responsibilities to the extent that is necessary for their effective discharge. It is recognised that the execution of these duties does and will continue to require a reasonable and recurrent professional commitment beyond the normal working week.

The working hours of teachers, under the overall direction of the Head Teacher, shall include the following:-

- 35 hours per week: -  
A maximum class contact time of: -
  - 23.5 hours in primary schools
  - 23.5 hours in secondary school
  - 22.5 hours in special schools and units

