

# Masic Station

# **Tutor Timetable Confirmation 2020-21**

This form is completed by every EMS tutor at the start of each academic year to confirm when and where they will be teaching and during which weeks.

If there are any changes to your contact details, taxable status or employment status, tutors must contact Ealing HR – hrsscops@ealing.gov.uk

Α	Tutor Details		SCHOOLS:
	Name	Please sign this form (Section F) before returning it to EMS	The school signature below is for schools to state that they have agreed the times and dates EMS staff will be teaching.

B Timetable													
			Provision Type (Small Group/Spark! /Ensemble/Choir)	Teaching Duration (in MINS)	Times	in school							
Day	School Name	Instrument(s)			Start	Leave	School Signature "We confirm the times/dates stated have been agreed"	Name of Signatory					

С		Intended Teaching Weeks (Day Commencing)										Indicate the 30 weeks that you intend to teach with an 'X'. Write "S" for spare we											are week														
Autumn Term 05/10/20	12/10/20	19/10/20	02/11/20	09/11/50	16/11/20	23/11/20	30/11/20	07/12/20	14/12/20	SpringTerm	04/01/21	11/01/21	18/01/21	25/01/21	01/02/21	08/02/21	22/02/21	01/03/21	08/03/21	15/03/21	22/03/21	29/03/21	SummerTem	19/04/21	26/04/21	03/05/21	10/05/21	17/05/21	24/05/21		07/06/21	14/06/21	21/06/21	28/06/21	05/07/21	12/07/21	g:

ealingmusicservice@ealing.gov.uk



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D – Spark! Teachers Of	NLY													
School														
Name of SBA #1														
Contact e-mail of SBA #1														
Name of SBA #2														
Contact e-mail of SBA #2														
Name of SBA #3														
Contact e-mail of SBA #3														
E Notes														
F Agreement & Signa	ature													
I hereby declare that the information contained in this form is correct to the best of my knowledge, and I agree to the Terms & Conditions stated in EMS201: Starting on the Right Note.														
Tutor Signature:			Date:											
DEADLINE: Please send your EMS202 form to Paul Stewart at <a href="mailto:stewartp@ealing.gov.uk">stewartp@ealing.gov.uk</a> by FRIDAY 16th October 2020														
For EMS office use only														
☐ All relevant signatures pre	esent	☐ Pay spreadsheet updated	y spreadsheet updated											

Last updated: 23 September 2020 ealingmusicservice@ealing.gov.uk

### **Tutor Timetable Confirmation**



#### **INSTRUCTIONS:**

#### Section A:

• Please state your full name (prefilled)

#### Section B:

- This section state exactly when you will be teaching at each school.
  - o Instrument(s) = Please state instruments that you will be teaching.
  - o Provision Type = Please state whether your teaching type is Small Group, Spark!, Ensemble (including school clubs) or Choir.
  - o Duration = Total teaching contact time. This is what you will be paid for.
  - o Times in school = Please state the time you spend in each school including breaks etc.

These fields are pre-filled.

School signature

You **must** take this form into each of your schools and, once times are agreed, have it signed by the Music Coordinator or Head teacher (not by an administrator/secretary). Please provide them with, or insist they them a copy, so that they have a copy of the weeks you intend to teach.

#### Section C:

• This section states all possible weeks that you could teach – Holidays are greyed out. Please write a number in the weeks you intend to teach, 1-10 for each term (note: this is not the same as the weeks you are *available* to teach).

You may indicate more than 30 in order to give yourself possible weeks for make-up lessons to replace illness or unforeseen absence (mark these with an "S" for spare) – you will only be paid for 30 weeks, and according to the weeks you indicated (i.e. if you indicated three teaching weeks in November, your November pay will constitute three weeks' worth). Dates stated are Mondays relating to the week beginning that day.

#### Section D:

• This section should be completed by *Spark!* teachers only. Please provide the names and contact e-mails for *each* School Based Assistant (SBA) in *each* of your *Spark!* schools.

#### Section E:

• Please state any relevant extra information.

#### Section F:

• Please sign and date this form before returning it to EMS. Please make yourself fully aware of the contents of EMS201: Starting on the Right Note. **NOTE**: We will not be able to pay you unless you return a signed EMS202 form to us.