

Barnsley Teachers Association

Briefing for NUT Reps



Subject: Checklist for beginning of autumn term

The purpose of this briefing is to remind NUT Reps of some important tasks at the beginning of the school year.

1. Recruiting new members

- NUT Reps play an important role in recruiting NQTs to the NUT – please talk to any NQTs, or trainee teachers, in your school and ask them to join us by calling **020 7380 6369** or online at www.teachers.org.uk/join
- **NUT membership for NQTs is £1 for the first 4 terms – trainee teachers join FREE.**
- Teachers who are not NQTs can join the NUT free until 2017.
- Any new staff who are already members of the Union should update their details by calling **020 7380 6366** or by e-mail to membership@nut.org.uk

2. Checklist on teachers' Working Time and Duties

• PPA time

All teachers are still entitled to PPA time of 10% - allocated in blocks of at least 30 minutes.

• Calendar of meetings

Your school should have published a calendar of meetings, INSET day, reports, open evening, parents meetings etc. This should not be altered without good reason and any changes should be subject to consultation.

NUT policy is that Directed Time meetings after school should only take place on one evening per week.

• Directed Time

Your school should provide a breakdown showing how teachers' contractual 1265 hours are allocated.

Directed Time includes teaching time, registration, assemblies, break-time (not lunch-time), meetings, briefings, open evenings, parents meetings and any other activities directed by the headteacher.

Schools do not have to account for all 1265 hours but can leave some as "contingency" to allow for things such as report writing and moderation. Part-time teachers should have a pro-rata allocation of 1265 hours, which reflects their part-time contract.

• Rarely Cover

The protection that teachers should only cover for an absent colleague in an emergency is still in place.

For further guidance on these, and other issues, please visit the NUT website www.teachers.org.uk/workload

3. Pay policy and decisions on pay progression

- Remember that, under the new arrangements, schools will be using Appraisal outcomes to decide on whether teachers progress on the pay spine. These decisions must be made and communicated to teachers no later than October 31st; any increments will be backdated to September. **Please check that your school has arrangements in place to meet this requirement and that this is made clear to staff.**
- Please look out for the NUT advice on how to deal with situations where members are not awarded pay progression. The NUT will be offering training for NUT Reps on this. Barnsley are offering drop in meetings 19th-21st September (see our blog for detail www.nutbarnsley.net) if you are concerned about pay or appraisal-email secretary@barnsley.nut.org.uk

4. Support from your local officers

- As ever, we have officers and committee members from the local association who are ready to support and advise you in your role as NUT Rep
- If you need us just call the NUT advice line 0203 0066 266 or e-mail secretary@barnsley.nut.org.uk