

NEU Derbyshire

Briefing for NUT/NEU Reps

Subject: Checklist for beginning of autumn term



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The purpose of this briefing is to remind NUT/NEU 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 NEU – please talk to any NQTs, or trainee teachers, in your school and ask them to join us by calling 0345 811 8111 or online at www.neu.org.uk/join
- Tell NQTs that the NEU represents over 75% of classroom teachers in Tower Hamlets and that we are the largest union in every school – last year we recruited almost 90% of NQTs.
- **NEU membership for NQTs is £1 for the first 4 terms – trainee teachers join FREE.**
- 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.

4. Support from your local officers

- As ever, we have officers from the local association who are ready to support and advise you in your role as NUT Rep
- e-mail deborah.turner@neu.org.uk or daniel.neale@neu.org.uk