



**NUT  
NOT  
GUIDE  
2015-16**

# **Pay, pensions & conditions**



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# Contents

## 05

A message from the  
NUT General Secretary,  
Christine Blower

## 06

## 12

Why pensions matter

### Money matters

- Teachers' pay
- Main and upper pay ranges
- Additional allowances
- Pay ranges for London and the Fringe Area
- Your starting pay
- Pay queries

# 16

## Your conditions of service

- Teachers' conditions of service
- Teachers' working time
- Professional duties
- Teachers' legal responsibilities
- Managing pupil behaviour
- Teachers' sick pay
- Maternity rights
- Parental leave
- Leave of absence
- Notice to leave your job
- Cover for absent colleagues
- Gained time
- Accidents in school
- Appraisal/performance management
- Grievance and disciplinary procedures
- How do I get in touch?

# 29

## NUT regions and Wales

# Dear colleague

Teaching is a challenging and important job. As a teacher you can change children's lives. We believe you deserve professional status, proper pay, decent conditions and a good pension.

The **NUT NQT Guide 2015-16 Pay, Pensions & Conditions** will give you lots of information and guidance to help you as you enter the profession.

You are entering the profession at a time of continuing attacks on teachers' pay, pensions and conditions, including dismantling national pay scales and imposing performance related pay (PRP) on every teacher.

The NUT is taking the lead on campaigning to protect teachers and defend education. We continue to campaign for there to be one union for all teachers. We believe that a single organisation would be best placed to promote the interests of teachers and education.

I hope you find this guide useful.

I wish you every success in your new career.

Yours sincerely,



Christine Blower  
NUT General Secretary



Money  
matters.





**Note:**

Statements about pay outlined below may not apply in some academies, independent schools and free schools. For more information visit the pay and conditions section on the NUT website at [www.teachers.org.uk/pay](http://www.teachers.org.uk/pay)

## Teachers' pay

The Coalition Government's far-reaching changes to teachers' pay arrangements include an end to automatic pay progression, performance related pay (PRP) for all teachers and the end of fixed pay points on pay scales. The abolition of the portability of pay points, with schools having the discretion to pay teachers at any pay point when they move schools, has hit teachers moving schools (or taking a career break) particularly hard.

Following a two year pay freeze in 2011 and 2012 and a 1 per cent pay cap in 2013 and 2014, the main pay range will be increased by 1 per cent at the minima and 2 per cent at the maxima from September 2015, whilst an uplift of 1 per cent will be applied to the minima and maxima of the upper pay range. Individual pay increases will depend on decisions at school level.

Two consecutive pay freezes followed by two below inflation pay caps have resulted in teachers being some 15 per cent worse off in real terms under the Coalition Government. Higher teacher pension contributions have compounded the damage caused by the cuts in the value of teachers' pay against inflation, adding take-home pay cuts to the real terms cuts.

## Main and upper pay ranges

Most new entrants to teaching will normally be placed on the first, minimum, point of the school's pay scale for teachers on the main pay range. The *School Teachers' Pay and Conditions Document (STPCD)* does permit schools to place teachers who have relevant experience outside teaching on a higher point, at their discretion.

In 2013, the main and upper pay ranges replaced the previous main and upper pay scales. There are no fixed points on these pay ranges other than minimum and maximum values. Schools determine the number and value of other scale points, how teachers progress and by how much. The NUT wants schools to retain a fixed 6 point main scale and a 3 point upper scale.

All pay progression decisions are now linked to the outcomes of appraisal. Schools will decide whether to increase the pay for teachers on the main (and upper) pay range based on performance and if so, by how much. The school determines the criteria for taking decisions on teacher pay progression. That might mean that an NQT passes their induction but discovers that they are still not allowed to progress up the



main pay range. Even if a teacher meets all the agreed pay objectives, they could still find their pay progression is withheld. As indicated, the long standing right to pay portability has also ended. If you move school or take a break, you are no longer automatically entitled to be paid at least the same pay as before.

Proposed main and upper pay range values from 1 September 2015 are set out below. There are four separate ranges for England and Wales generally; Inner London; Outer London; and the Fringe Area. Information on the geographical areas covered by each range appears later in this section.

## Teacher pay ranges

Mandatory scale pay points no longer exist. Only a minimum and maximum for each range. Schools determine the number and value of scale points between these two fixed points.

### Proposed main pay range from 1 September 2015 (£ p.a.)

Main Pay Range	England & Wales	Inner London	Outer London	Fringe Area
Minimum	22,243	27,818	25,879	23,313
Maximum	32,831	37,861	36,539	33,909

### Proposed upper pay range from 1 September 2015 (£ p.a.)

Upper Pay Range	England & Wales	Inner London	Outer London	Fringe Area
Minimum	35,218	42,755	38,739	36,286
Maximum	37,871	46,364	41,659	38,941

Further information on teachers' pay is available at [www.teachers.org.uk/pay](http://www.teachers.org.uk/pay)

## Additional allowances

Classroom teachers may be awarded additional allowances in respect of teaching and learning responsibilities (TLRs) and involvement in special educational needs (SEN) teaching.

The levels of TLR payments are decided by schools, within two broad pay ranges set nationally. There is also provision for a time-limited TLR3 payment. Teachers with specific SEN teaching involvement can receive an additional SEN payment within the SEN payment range.

Teachers may also, at the discretion of the school, be awarded payment for recruitment and retention purposes.

See the NUT website at [www.teachers.org.uk/pay](http://www.teachers.org.uk/pay) for further details on TLRs and other allowances.

## Pay ranges for London and the Fringe Area

There are separate pay ranges for teachers in Inner London, Outer London and the Fringe Area. These separate pay ranges incorporate the previous separate London allowances.

The three areas cover the following local authorities:

**Inner London:** Barking and Dagenham; Brent; Camden; City of London; Ealing; Greenwich; Hackney; Hammersmith and Fulham; Haringey; Islington; Kensington and Chelsea; Lambeth; Lewisham; Merton; Newham; Southwark; Tower Hamlets; Wandsworth and Westminster.

**Outer London:** Barnet; Bexley; Bromley; Croydon; Enfield; Harrow; Havering; Hillingdon; Hounslow; Kingston-upon-Thames; Redbridge; Richmond-upon-Thames; Sutton and Waltham Forest.

**Fringe Area:** The districts of Bracknell Forest, Slough, Windsor and Maidenhead (formerly in Berkshire); South Bucks and Chiltern (in Buckinghamshire); Basildon, Brentwood, Epping Forest, Harlow and Thurrock (in Essex); Broxbourne, Dacorum, East Herts, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield (in Hertfordshire); Dartford and Sevenoaks (in Kent); Crawley (in West Sussex) and the whole of Surrey.

## Your starting pay

There are no longer any mandatory prescribed scale points on the main pay range (MPR) and schools are able to determine the number and value of any scale points, how teachers progress up the MPR and by how much. The NUT believes schools should retain a 6 point MPR.

As indicated above, most new entrants to teaching will normally be placed on the first, minimum, point of the school's pay scale for teachers on the MPR. The *School Teachers' Pay and Conditions Document (STPCD)* does, however, permit schools to place teachers who have relevant experience outside teaching on a higher point. The allocation of points for experience gained outside teaching is, however, not mandatory. The NUT believes that governing bodies should always take such experience into account and allocate additional scale points where appropriate. The NUT will advise and support members accordingly.

The letter of appointment you received confirming your appointment should have indicated the point on the pay range at which you will be placed and the starting pay that you will receive.

## Pay queries

If you experience problems in relation to the pay you receive or its payment, you can contact your NUT representative. If there is no NUT representative in your workplace, in England you should contact NUT AdviceLine and, in Wales, NUT Cymru (see page 28).

It may well be that a genuine error has been made, in which case you, or the NUT representative on your behalf, could raise the issue with the head teacher. In such instances, the head teacher will probably move swiftly to resolve the situation. In most cases, the letter of appointment that you received confirming your new post should have indicated the point on the pay range at which it has been agreed you will be paid. Should you believe your pay to fall short of this amount, even after having allowed for the usual deductions of tax and national insurance, then you will need to raise the issue in the appropriate forum.

If you have reason to believe that you have been misled as to the point on which you will be paid, or you cannot resolve other issues as outlined above, it is important that you contact your NUT representative at an early stage. If there is no NUT representative in your workplace, for advice and assistance in England you should contact NUT AdviceLine and, in Wales, NUT Cymru (see page 28).





Why  
pensions  
matter

## Pensions: don't opt out

The 2010-15 Coalition Government introduced major changes to your pension scheme which mean teachers will pay more, work longer and get less.

New teachers (apart from some who have transferred from other parts of the public sector) will join a 'career average' pension scheme. Pension under 'career average' is based on your average salary over your whole career. Every payslip you ever get will count towards your pension, so it's vital you keep records. Keep payslips, P60s and pension statements.

The age at which teachers in the career average scheme can get their pensions in full depends on your state pension age. Teachers born on or after 6 April 1978 will have to work to age 68 to get a full pension under current legislation. If the state pension age goes up in future, the age at which you can get a full pension will go up too. The NUT thinks teachers can't be expected to work to age 68.

The Teachers' Pension Scheme remains a good pension scheme. After a two-year qualifying period, you are entitled to a wide range of benefits from the scheme. These include provision for widows, widowers, civil partners and unmarried partners' pensions, dependants'

and children's pensions and death in service benefits. You can convert up to 25 per cent of your pension rights into tax free cash – but this will mean a lower annual pension.

New teachers on the minimum of the MPR in Inner London (see page 10) pay 8.6 per cent from April 2015, while teachers in the rest of the country pay 7.4 per cent. Your pension contributions are deducted before you pay tax, which means you get tax relief on the contributions. The employer contribution is currently 14.1 per cent but rises to 16.4 per cent from September 2015. The pension is inflation-linked in retirement to the Consumer Prices Index.

You will generally be far better off with the Teachers' Pension Scheme, but you are entitled to make your own arrangements. In this case you will not get the employer contribution.

**Despite the changes, the NUT's firm advice remains that teachers should be in the Teachers' Pension Scheme to secure their financial future. Don't opt out!**



# Know your • union rep

Your first point of contact with the Union is your NUT representative or local secretary. If there is no NUT representative in your workplace, for advice and assistance in England you should contact NUT AdviceLine and, in Wales, NUT Cymru. Contact details can be found on page 28.

Your  
conditions  
of •  
service





# Teachers' conditions of service

Set out below are details of the conditions of service which apply to teachers who work in local authority schools. Many NUT members, however, now work in academies, which are able to set their own conditions. Although there is no obligation upon them to do so, most academies do follow the same provisions as local authority schools. If you are in any doubt about the terms which apply, these will be included in your letter of appointment or contract.

The conditions of service of teachers working in local authority maintained schools in England and Wales come from four sources.

These are:

- the *School Teachers' Pay and Conditions Document (STPCD)*, which sets out the provisions on teachers' working time and professional duties
- the 'Burgundy Book' National Agreement between local authorities and teachers' organisations which covers such areas as sick pay, maternity pay and notice periods
- local agreements which may improve upon the provisions of the 'Burgundy Book' or may cover other areas not included
- national legislation.

Copies of the *STPCD* and the 'Burgundy Book' should be available in every local authority maintained school. Your new employer should also provide you with copies of any local agreements on conditions of service. You may have to request these.

The current *STPCD*, for the 2014-2015 academic year, can be downloaded from [www.gov.uk/government/publications/school-teachers-pay-and-conditions-2014](http://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2014)

## Teachers' working time

Under the terms of the *STPCD*, full-time teachers are required to be available for work for 195 days in any year, of which 190 days shall be days on which they may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by the employer or, if the employer directs, by the head teacher.

Teachers are also required to be available “to perform such duties at such times and such places as may be specified by the head teacher” for 1,265 hours in any year, “those hours to be allocated reasonably throughout those days in the year on which the teacher is required to be available for work.”

Teachers are required to work “such reasonable additional hours as may be necessary” to discharge their professional duties, in particular marking, preparation and report writing.

All teachers with timetabled teaching commitments have a contractual entitlement to planning, preparation and assessment (PPA) time set as a minimum of ten per cent of a teacher's timetabled teaching time. PPA time must be allocated in blocks of no less than 30 minutes and should take place during the school day.

In the first year of teaching, an NQT is also entitled to a reduced timetable of no more than 90 per cent of the normal average teaching time in their school. This is in addition to PPA time.

You are entitled to a clear lunch break. You cannot be directed to undertake any activity during this break.

Please refer to the NUT NQT 'Workload' guide at [www.teachers.org.uk/nqt](http://www.teachers.org.uk/nqt). A more detailed guide can be downloaded at [www.teachers.org.uk/workload](http://www.teachers.org.uk/workload)

## Professional duties

The professional duties of teachers are set out in detail in the *STPCD*. It requires teachers to undertake a wide range of duties including in particular:

- planning and teaching lessons
- reporting on pupils' progress
- maintaining good order and discipline
- preparation of pupils for examination
- collaborating with colleagues
- safeguarding pupil health and safety.

Specific obligations relating to cover and to participation in appraisals are also set out.

These duties are to be performed under the reasonable direction of the head teacher. There is no set definition of what is and is not reasonable. It is also important to note that head teachers are required to have regard to the balance between your professional life and your life outside work.

The NUT has policy on all of these areas. You should not be routinely required to undertake administrative and clerical tasks and should exercise your professional judgement in deciding whether particular tasks require your professional skills.

Teachers cannot be required to arrange or supervise public examinations.

## Teachers' legal responsibilities

All teachers have a duty of care towards their pupils. According to this duty of care, you are required to apply your training and skills as a teacher to safeguard pupils, demonstrating reasonable and careful professional standards while you are at work.

If you have fulfilled your duty of care, as outlined above, you cannot be held liable for any accident.

You should take care to avoid discrimination. The NUT believes that providing and promoting equal opportunities for pupils and staff is crucial to an effective education service.

Discrimination at work on grounds of gender, race, disability, sexual orientation, transgender status, religion or belief, pregnancy and maternity or age is unlawful.

# Courses for **YOU** at the **start** of your **career**



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- understand the links between teaching, lesson content and pupil engagement
- explore conditions of service issues and your rights at work
- take a more active role in your union

Find out more and apply online at [www.teachers.org.uk/courses](http://www.teachers.org.uk/courses)

## Managing pupil behaviour

No member of the NUT should feel alone when facing pupil behaviour which is threatening, undermining or offensive. All teachers, at various points in their careers, need guidance and support from colleagues, from specialist services or from their union because of pupil behaviour.

Schools should provide systems of support for teachers. The school behaviour policy should explain what teachers can and should do when they are experiencing persistent disruptive behaviour, or violent or threatening behaviour, from pupils.

If you need support and advice about how to manage with a particular pupil or class, speak to your mentor or NUT representative at your earliest opportunity.

## Teachers' sick pay

The rights of teachers in respect of sick pay and sick leave are set out in the 'Burgundy Book' National Agreement. The scheme gives a sliding scale entitlement according to length of service, as follows:

- **during the first year of service** full pay for 25 working days and after completing four calendar months' service, half pay for 50 working days
- **during the second year of service** full pay for 50 working days and half pay for 50 working days
- **during the third year of service** full pay for 75 working days and half pay for 75 working days
- **during the fourth and successive years** full pay for 100 working days and half pay for 100 working days.

This scale will apply in most academies as well as in local authority schools. Service does not have to be continuous and in most cases moving between local authorities and academies will not affect entitlement.

**Note:**

Statements about conditions of service outlined below may not apply in some academies, independent schools and free schools.

Visit the pay and conditions section on the NUT website at [www.teachers.org.uk/pay](http://www.teachers.org.uk/pay) for more information.

You do not need to send a fit note from your GP to your employer until the eighth day of absence. GPs use fit notes to provide information on whether you are too ill to work or if you can return to work if certain changes are made. If you have been off sick for between four and seven calendar days, you will be required to complete a form of self-certification when you return to work. If you suffer a long illness, you are likely to be asked to send a doctor's note each month.

Entitlement continues until the limit on working days has been exhausted. Weekends, holidays and half-terms do not count towards the limit on entitlement.

The sick pay year runs from 1 April to 31 March and a new entitlement starts on 1 April each year. This means that, for the purposes of the sick pay scheme, your second and subsequent years of continuous service start on 1 April each year.

To calculate your entitlement, you will need to calculate how many working days you have missed due to sickness since the previous 1 April.

If you are absent due to illness on 31 March, sick pay continues to be paid for that spell of absence according to the previous year's entitlement and the new entitlement does not start until you are back at work.

Teachers are also entitled to statutory sick pay (SSP) which is a basic entitlement payable to all employees whatever their job. Teachers in their first years of service who have only a limited entitlement under the scheme will continue to receive SSP after their entitlement to full and half pay has run out. SSP is paid for the first 28 calendar weeks of absence, after which employment and support allowance (ESA) must be claimed from the Government. Telephone applications for ESA can be made by dialling **0800 055 6688** or, for Welsh speakers, **0800 012 1888**. Alternatively, a claim form can be downloaded and printed from [www.gov.uk/government/publications/employment-and-support-allowance-claim-form](http://www.gov.uk/government/publications/employment-and-support-allowance-claim-form)

When a teacher is receiving full sick pay, SSP is included in this. When a teacher goes on to half pay, SSP will be paid on top for the remainder of the 28 week period.

## Maternity rights

The rights of teachers in respect of maternity pay and maternity leave are set out in the 'Burgundy Book' National Agreement. Maternity entitlement is related to length of continuous service. The leave and the pay to which you may be entitled will therefore be based on how much continuous service you have completed as a teacher before the birth.

For up to date information on your maternity rights, visit [www.teachers.org.uk/maternitymatters](http://www.teachers.org.uk/maternitymatters)

All women teachers are entitled to maternity leave of up to 52 weeks. Not all of this leave will be paid leave but most teachers will be entitled to maternity pay for part of this 52 week period. How much you will be paid and over what period will depend on individual circumstances.

Fathers/partners who meet the employment conditions are entitled to two weeks' paternity leave. Parents of babies born after 5 April 2015 or who will have an adopted child/children placed with them on or after that date may agree to end the maternity or adoption leave early and share the remaining leave as shared parental leave.

Adoptive parents, fathers and same sex partners of those giving birth may also be entitled to paid leave to care for their new-born or newly-adopted child.

Employees on maternity and adoption leave may, with their employer's agreement, take up to ten "keeping in touch" days without losing their maternity pay. These days can be used for work or training but are not compulsory.

## Parental leave

New parents qualify for a maximum of 18 weeks' unpaid parental leave when they have completed one year's service with their employer. The leave can be taken up to the child's 18th birthday.



## Leave of absence

Teachers may have contractual rights to paid leave of absence for domestic reasons, such as bereavement or when a dependant has fallen ill or been injured and to paid or unpaid leave of absence for other reasons, such as weddings, study leave and moving house according to the terms of local agreements.

All teachers also have a statutory right to unpaid time off to deal with emergencies involving dependants. This includes time off when a partner gives birth, when existing care arrangements are unexpectedly disrupted and to deal with an incident at a child's school.

## Notice to leave your job

Think very carefully before leaving your new post if your reasons for doing so are based on initial dissatisfaction, discipline problems or other such anxieties. In such situations you should seek advice and help from the NUT.

You will not be the first teacher to have a difficult first year in teaching before experience and confidence grow.

There are strict rules about giving notice of intention to leave a teaching post and if these are not observed you will be in breach of contract.

Unless specifically released by the local authority, you can only leave at the end of term. For the purposes of these arrangements the three terms in each year are constituted as follows:

- the autumn term from 1 September to 31 December
- the spring term from 1 January to 30 April
- the summer term from 1 May to 31 August.

**There are three deadlines for giving notice to leave:**

- in the autumn term, by 31 October
- in the spring term, by 28 February
- in the summer term, by 31 May.

Contracts then end respectively on 31 December; 30 April or the last day of the Easter break and 31 August. Departing teachers are paid up to these dates.

If you miss the deadline, the local authority may insist on you staying until the end of the following term.

These strict rules may be waived with the agreement of the head teacher/governors of a school and of the local authority. The local authority may agree to let you go either at the end of that term or at the following half-term.

It is unusual for the local authority to go against a school's wishes. If you have any difficulty in these areas, you should seek NUT advice. If there is no NUT representative in your workplace, for advice and assistance in England you should contact NUT AdviceLine and, in Wales, NUT Cymru (see page 28).

## Cover for absent colleagues

Schools are required to ensure that teachers may be required to cover 'only rarely', in circumstances which are not foreseeable. The NUT expects that teachers will only be required to cover in exceptional emergency situations.

The NUT's view is that most events which prompt a need for cover will be foreseeable. For example, it will be foreseeable that a number of staff are likely to take sick leave or maternity leave. In many areas of England and Wales it will be foreseeable that there may be adverse weather or traffic conditions which will affect teachers' attendance, although it may be that any particular occurrence is itself unforeseen. It will certainly be foreseeable that there will be a need for cover to be arranged when teachers are absent from school due to other work commitments such as school trips, external meetings or INSET days.

## Gained time

During the academic year, particularly in the summer term, some teachers will be released from some of their timetabled teaching commitments as a result of their pupils being on study or examination leave. Such time is known as 'gained time'. The 'rarely cover' provision applies equally during periods of gained time.

## Accidents in school

Your school should have clear procedures for dealing with accidents in the classroom involving either pupils or teachers. These arrangements should include the provision of an accident report book in which all accidents and injuries should be recorded. You should ask about these procedures when you start your new post. Obviously, as the class teacher where a pupil has been injured, you will want to make the child or young person as comfortable as possible, but unless you have the appropriate qualifications you should not endeavour to administer any first aid and should obtain the necessary medical assistance without delay.

## Appraisal/ performance management

Appraisal/performance management arrangements do not apply to teachers in their induction year.

The NUT has published guidance on appraisal which covers key matters such as the structure of the appraisal process, objective setting, classroom observations, evidence requirements and the link between appraisal and capability and between appraisal and pay. The NUT's guidance and the joint NUT/NAHT/ATL model appraisal policy, are available at [www.teachers.org.uk/campaigns/appraisal](http://www.teachers.org.uk/campaigns/appraisal)

## Grievance and disciplinary procedures

All schools must establish procedures to be followed if a teacher has a grievance or is subject to disciplinary proceedings. You are entitled to receive a copy of the procedures which must be operated by your employer in line with the *ACAS Code of Practice on Disciplinary and Grievance Procedures*. It is essential that you consult the NUT, at the earliest opportunity, if you believe that you have a grievance or that you may be subject to disciplinary proceedings.

## How do I get in touch?

In school your first point of contact with the union is your NUT representative. If there is no NUT representative in your workplace, in England you should contact NUT AdviceLine and, in Wales, NUT Cymru.

For advice and guidance in England contact:

### **NUT AdviceLine**

Tel: **020 3006 6266**

Email: [nutadvice@nut.org.uk](mailto:nutadvice@nut.org.uk)

In Wales contact:

### **NUT Cymru**

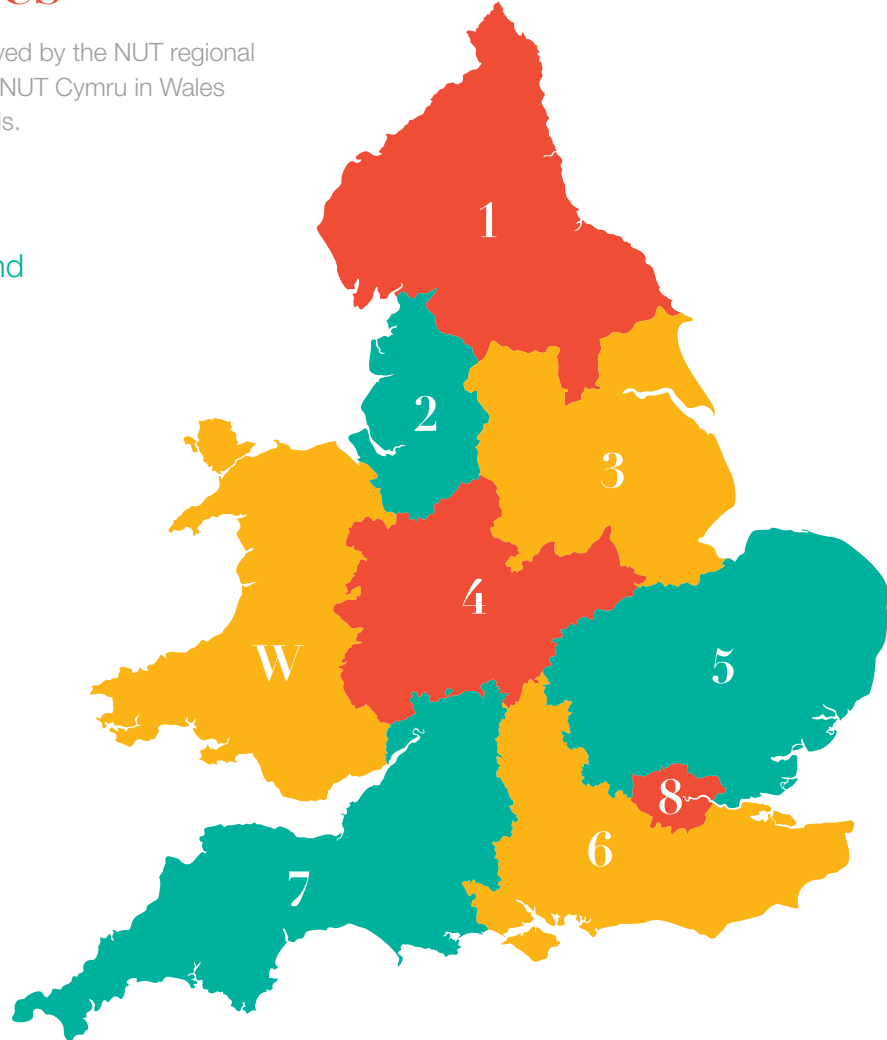
Tel: **029 2049 1818**

Email: [cymru.wales@nut.org.uk](mailto:cymru.wales@nut.org.uk)

# NUT regions and Wales

Here are the areas served by the NUT regional offices in England and NUT Cymru in Wales and their contact details.

- 1 Northern
- 2 North West
- 3 Yorkshire/Midland
- 4 Midlands
- 5 Eastern
- 6 South East
- 7 South West
- 8 London
- W Wales



**NUT Northern Regional Office**Tel: **0191 482 7700**Email: **northern@nut.org.uk****NUT North West Regional Office**Tel: **01204 521 434**Email: **north.west@nut.org.uk****NUT Yorkshire/Midland Regional Office**Tel: **01302 342 448**Email: **yorkshire.midland@nut.org.uk****NUT Midlands Regional Office**Tel: **0121 647 4397**Email: **midlands@nut.org.uk****NUT Eastern Regional Office**Tel: **01638 555 300**Email: **eastern@nut.org.uk****NUT South East Regional Office**Tel: **01444 894 500**Email: **south.east@nut.org.uk****NUT South West Regional Office**Tel: **01392 258 028**Email: **south.west@nut.org.uk****NUT London Regional Office**Tel: **020 8477 1234**Email: **london@nut.org.uk****Wales NUT Cymru**Tel: **029 2049 1818**Email: **cymru.wales@nut.org.uk**



# Speak up for professional unity

Our aim:  
one union  
for all  
teachers

## One union – why now?

Because we are stronger when we are together.

The NUT has consistently campaigned for there to be one union for all teachers. A single union would ensure the voice of the profession is heard.

The NUT has proudly collaborated with ATL, NASUWT, UCAC, ASCL and NAHT on different campaigns at different times to ensure the profession's expert voice shapes education and schools policy.

## Speak up for one union

We are asking other teaching unions to talk with us about the possibility of forming one union. If you agree that now is the time for professional unity – speak up for one union for all teachers. Tell us why you support professional unity.

Email [unity@nut.org.uk](mailto:unity@nut.org.uk)

# Our aim: one union for all teachers

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in 2015?

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