



The essential
guide for
**new
teachers**

NUT 15-16
Your
passport
to
teaching
www.teachers.org.uk

The largest
teachers' union



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A message from your General Secretary

Over the years, thousands of NUT members and their families have enjoyed the benefits of saving with this well-respected organisation.

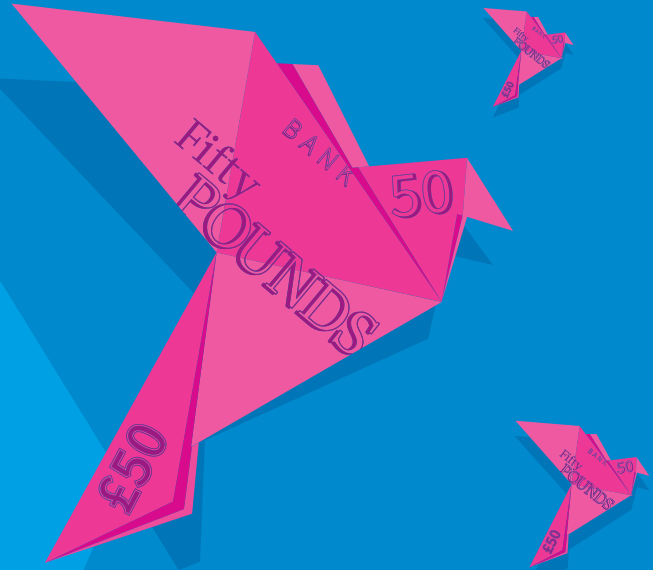
Christine Blower, General Secretary, NUT

Endorsed by the



NUT

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**Qualifying to
teach in 2015?
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for just**



Phone or go online to upgrade
from student to full membership of the NUT.

Membership hotline:

020 7380 6369

Monday-Friday (9am-5pm)

or go online at

www.teachers.org.uk/join



The NUT— the • union for new teachers

Get involved in your union as soon as you start your teaching career by:

- networking with other new teachers at local and national Union events
- letting the Union know what's important to you as a new teacher
- supporting local and national NUT campaigns
- becoming active in your school or local area as an NUT representative.



For further details about how to get involved contact the NUT at newteachers@nut.org.uk

MAY

**International Day against
Homophobia, Biphobia and
Transphobia (IDAHOBiT)**

JUNE

**Women Chainmakers' Festival
– Dudley, West Midlands**

Family event celebrating trade
union history and minimum wage
strike of 1910

20-21 June

**NUT LGBT Teachers'
Conference**

Open to all members who identify
themselves as lesbian, gay,
bisexual or transgender

World Refugee Day

JULY/AUGUST

LGBT Pride Festivals

OCTOBER

Black History Month

10 October

World Mental Health Day

16 October

**Anthony Walker
Memorial Lecture**

10th anniversary

Liverpool

NUT EQUALITY 2015/16

**Make a date,
tell your colleagues**

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[facebook.com/nut.campaigns](https://www.facebook.com/nut.campaigns)

follow us on twitter

twitter.com/NUTonline



www.teachers.org.uk

www.teachers.org.uk/events

For more information about events –

equality@nut.org.uk

Information correct at time of going to print.

NOVEMBER

13-15 November

**NUT Black Teachers'
Conference**

28 November

**NUT Disabled
Teachers' Conference**

Open to all teachers with mental
and physical health conditions

**National Transgender Day of
Remembrance**

Anti-Bullying Week

DECEMBER

Disability History Month

JANUARY

Holocaust Memorial Day

FEBRUARY

LGBT History Month

MARCH

International Women's Day

UN Anti-Racism Day

Women's Development Course

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useful websites
and addresses

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Welcome

Welcome to Your Passport to Teaching, the NUT's essential guide for new teachers. This guide will give you all the information you need to help you as you enter the profession.

As an NUT member you have access to the very best support, advice and guidance. Turn to pages 22-27 to find out some of the reasons why other new teachers joined the NUT.

Start Right

On page 75 you can find out about one of a wide range of NUT learning opportunities. Created to help you better understand pupil behaviour, Start Right is a one day professional development seminar that will be delivered across the country during the summer 2015.

Upgrade to full membership

I would encourage you to upgrade from student to full membership of the NUT even before you qualify and get full membership until 2017 for just £1. Pay nothing in 2015 and just £1 in 2016. Your next subscription will not be due until February 2017 when you will pay only half the full subscription rate. Visit www.teachers.org.uk/join or phone our membership hotline on **020 7380 6369**.

Campaigning

We stand up for teachers' professional status and we campaign for a qualified teacher in every classroom. We're proud to campaign on the issues that matter to teachers and children and firmly believe there should be one union for all teachers.

We look forward to welcoming you into full membership of the NUT and wish you every success in your career.



Christine Blower
NUT General Secretary



Finding your first post

Vacancies can occur at any time but the majority of posts are advertised in May and June.

An excellent source of advertisements is the TES website www.tes.co.uk/jobs

First Post is the NUT's comprehensive guide to obtaining your first teaching post. It gives essential tips for success in your application.

For details of how, when and where local authorities advertise their teaching vacancies, visit the NUT interactive directory of local authorities at www.teachers.org.uk/nqt/firstpost

If you haven't received your copy of *First Post*, email newteachers@nut.org.uk or go online at www.teachers.org.uk/nqt to download a copy.



Visiting your new workplace

Ideally, you should have at least one opportunity to visit your new workplace following appointment and prior to the start of your first term.

Such visits can be extremely useful, not least in that they help to break the ice. They can also provide valuable opportunities to meet with prospective colleagues, pupils, and, in some cases, governors and parents. If you have not already been invited to visit, contact your new school and ask when would be convenient for you to do so.

As a newly appointed teacher, if you are unsure about whether certain items of information are available, take the opportunity on your visit to ask for any of the items listed on page 14. If they are available, the school should be able to provide you with copies.

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Because education matters

Your first year in school

Your **Passport to Teaching** will give you lots of **advice** and **guidance** to help you at the start of your career.



Your first few weeks in school

There are some specific items of information which should be available to you as a newly appointed teacher. Depending on how your school is organised, these may include:

- a staff handbook, including plans or maps of the school, staff lists, including roles and responsibilities and information about governors
- a guide to the resources available
- copies of policies affecting the pastoral work of the school, for example codes of conduct on pupil behaviour and discipline, equal opportunities, bullying and harassment, special educational needs and homework
- copies of subject specific policies directly relevant to new teachers
- timetable details
- class lists and information about specific pupils
- a copy or a summary of any recent inspection report
- the school development plan or a summary of this
- a copy of the school's pay policy
- details about induction arrangements and information about who will be your mentor or support when you begin to teach in the school

In school your first point of contact with the union is your NUT representative. 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 for both on page 82).

Look after your voice

Pitch your voice within its comfortable range and avoid shouting to get attention. Further information is set out in the NUT's voice care guidance, available from the NUT website at www.teachers.org.uk/voicecare

Voice Care Network UK
is a charity set up by voice
teachers and speech therapists
to support teachers and other
professional groups
www.voicecare.org.uk

School Direct FAQs

What is my employment status as a trainee?

School Direct trainees fall into two categories: salaried trainees and tuition fee trainees. Under the School Direct (salaried) training programme, trainees are working and training at the same time. Ideally, you should be employed on a permanent rather than a fixed term contract. The school is therefore the employer and trainees are employed as unqualified teachers. In contrast, trainees on the School Direct (tuition fee) route will be deemed to be students of higher education for the period of training and will receive student support (e.g. loans) and maybe a bursary for the duration of their training.

Will I be paid a teachers' salary while I train?

As a School Direct (salaried) trainee you must be employed as an unqualified teacher at the school and (except for trainees employed in academies or independent schools) you must be paid on the unqualified teachers' pay range for the period of your training. Trainees on the tuition fee route are classed as students and therefore are not employed.

Will I have the same rights and responsibilities as other teachers at the school?

Yes, as a School Direct (salaried) trainee, but as a salaried or tuition fee trainee will not be required to perform more than 90 per cent of the teaching duties normally required of a full-time qualified teacher.

Will I be able to join the Teachers' Pension Scheme?

As a School Direct (salaried) trainee you will have the same rights and entitlements as other teachers in relation to the Teachers' Pension Scheme (TPS).

If your period of training is unsuccessful and you are unable to find another teaching job, any contributions that you have made to the TPS during your period of training can be refunded or you can take a 'transfer value' to another pension scheme. For further information visit the Teachers' Pensions website at www.teacherspensions.co.uk

The NUT strongly encourages eligible teachers to join the TPS.

How do I get the best from my training?

As a School Direct (tuition fee) trainee, to benefit fully from your training you should have:

- a named mentor and/or teacher who you can contact about any aspect of your training
- access to proper study time and resources to help with your written assignments
- space and materials available in school in order to prepare resources for use during your teaching
- adequate time to discuss your progress and experiences with those responsible for your training.

Can the training programme be extended?

School Direct (salaried) programmes may be extended by up to three months beyond the planned end date. However, this may not be sufficient for you to complete your training if, for example, you fall pregnant and take maternity leave or you have a period of long term sickness absence.

The NUT takes the view that, as with trainees on statutory induction, the programme should be extended by the aggregate total of days missing from the training period, e.g. if you are absent for six months, the extension period should be six months.

Does my school have to employ me once I qualify?

The government expects schools or partnerships of schools to have a clear capacity to employ trainees when they successfully complete their training programme. However, this 'expectation' of employment does not equate to a legal entitlement and a school or partnership of schools may decide not to take you on permanently after you have qualified.

Your induction as a newly qualified teacher

I have QTS. What next?

Once you have been awarded Qualified Teacher Status (QTS), you are required to complete an induction programme and to meet the Teachers' Standards (England) or Practising Teacher Standards (Wales).

Where can I complete my induction period?

Induction can be served in:

- a relevant school in England – this includes: a maintained infant, junior, primary, secondary or middle school; a maintained or non-maintained nursery school; a nursery school that forms part of a maintained school; a local authority maintained children's centre; and a pupil referral unit (PRU)
- an independent school in England (including academies, free schools and city technology colleges) or independent nursery school
- a further education (FE) institution including a sixth form college
- a British school overseas which is inspected by a DfE approved inspectorate against the British Schools Overseas Standards and is a member of a DfE accredited association
- a school or FE institution in Wales in which an induction period may be served under Welsh regulations.

Induction cannot be served in:

- a secure training centre
- a school requiring special measures (some exceptions may apply)
- a further education institution where, following an Ofsted inspection, it is reported that the overall effectiveness of the institution, or part of its education or training has been judged to be inadequate.

Is there a time limit to starting induction?

While NQTs are encouraged to start their induction as soon as possible after gaining qualified teacher status (QTS), there is no set time limit for starting or completing an induction period. This applies in England and Wales.

External mentor: Wales

In Wales, after completing 190 sessions, the Education Workforce Council (EWC) should allocate you an external mentor to assist with completion of the induction period.

For further information about induction, see the NUT NQT Guide to Induction which can be downloaded from the NUT website at www.teachers.org.uk/nqt

Can I work part-time or on a peripatetic basis and still complete induction?

NQTs serving induction on a part-time basis at any point will need to serve the full-time equivalent (FTE) of one full academic year. Therefore an NQT working part-time as a 0.5 FTE will need to serve induction for two academic years.

It is for the school and appropriate body to decide in each individual case the length of the induction period required which is fair and takes full account of the NQT's working pattern. Short term placements of less than one term cannot count towards induction.

Working as a supply teacher in England

In England, a qualified teacher, who has not completed an induction period, can undertake short-term supply work of less than one term in a relevant school for a maximum period of five years from the point of award of QTS. This is a fixed time limit with no discretion to extend. Short-term supply placements of less than one term, or equivalent, cannot count towards induction, as such posts will not provide an NQT with the breadth of experience, support and assessment necessary to enable them to demonstrate that they have met the relevant standards.

Working as a supply teacher in Wales

In Wales, you are eligible to work as a short-term supply teacher. You need to complete 380 sessions (one academic year) for your induction, where one session is counted as a morning or an afternoon. These sessions can be completed ad-hoc through the local authority or through a teaching agency. If you are using a teaching agency, you need to keep a record of the work you do and notify the Education Workforce Council (EWC) via their supply teacher notification form which can be obtained from the EWC website. Your agency should make induction arrangements with the relevant local authority body.

Skills tests

In England, all trainee teachers are required to pass skills tests in numeracy and literacy before they can be awarded QTS.

All applicants to initial teacher training are required to pass the skills tests **before** starting their course.

Further information about the skills tests can be found at www.education.gov.uk/schools/careers/traininganddevelopment/professional

In Wales, trainee teachers are not required to complete the skills tests in order to be awarded QTS.

Starting on a fixed-term or temporary contract

The NUT believes all employers should employ newly qualified teachers on permanent rather than temporary or fixed-term contracts. A permanent contract is in the best interests of the newly qualified teacher and also in the long-term interest of schools.

However, any temporary contract of a term or more will still count towards induction. Fixed term workers are protected under the law and you should not be treated any less favourably than a comparable teacher completing their induction on a permanent contract.

Overseas trained teachers

Teachers trained outside the UK are permitted to teach in maintained schools and non-maintained special schools as unqualified teachers for no more than four years. In Wales, this is limited to two years. Time begins to run from the date on which the teacher first teaches in a school in England or Wales and does not stop when the teacher takes a break from teaching, other than a break for statutory maternity, paternity, adoption or parental leave.

Recent changes to legislation mean that qualified teachers from the US, Canada, New Zealand and Australia can now teach in maintained schools in England without undergoing the Overseas Trained Teacher Programme or statutory induction.

Teachers from other countries will continue to be subject to the four-year-rule.

The NUT's advice to teachers not exempt from the four-year-rule is to seek to obtain Qualified Teacher Status (QTS) as soon as possible on arriving in the UK.

Any teacher trained outside the UK who has been successful in gaining employment in Wales must notify the Education Workforce Council (EWC) and receive written notification from them that they are eligible to teach prior to their start date.

General Teaching Councils

General Teaching Council England (GTCE)

There is no longer a requirement to register to teach in England and the GTCE has been replaced by the National College of Teaching and Leadership.

General Teaching Council Wales (GTCW)

In April 2015, the GTCW was closed and the Education Workforce Council was set up to replace it.

Education Workforce Council (EWC)

You must be registered with the Education Workforce Council in order to:

- teach in maintained schools and non-maintained special schools in Wales as a qualified teacher, or to
- work as a further education lecturer in colleges or schools in Wales.

Education Workforce Council www.ewc.wales or www.cga.cymru

Tel: **029 2046 0099**

Email: **information@ewc.wales**





Teachers talking

Newly Qualified Teachers tell us
why they joined the NUT.

“I am very, very happy to be with a very strong union that offers fantastic support to teachers.”



Franklin Wacfeu

“I believe that the NUT provides excellent support, especially for NQTs.

When I had a safeguarding issue at school and felt defenceless the NUT gave me excellent support. It's been great, the NUT have really given me reassurance that there is somebody who will give me a voice.”



Irma Rekić

“I think being part of the NUT is excellent.

They offer a lot of support and excellent training, so I definitely recommend that you join.”



Helena Pattison

“I joined the NUT for many reasons.

Firstly because my cousin is an NUT representative and I’ve always really respected the work that he has done.

Secondly, it is the fact the NUT is a massive union with lots of members.

Thirdly, because it was £1 for your first year. Join the NUT.”



Muhammad Ali

“The reason I joined the NUT was because my beliefs and the NUT’s were very similar.

They are promoting progress for children and they are supporting teachers. In my NQT year they have given me so much support already.”



Jane Murdoch

“I joined the NUT because I think it is really important to be aware of your rights and responsibilities and to have support in case something goes wrong.

The NUT also provide support to move forward in your career with really good training courses available.”

“I decided to join the NUT because it is the largest and most effective teachers’ union.”

Stephanie Romanczuk

“I think it’s really important that the teaching profession, which is so, so important to the future of our country is protected and taken care of.”







The
NUT —
supporting
you

As an NUT member **you have access to the very best support, advice and guidance.** We offer you a range of learning opportunities, benefits and services.

NUT website

Visit www.teachers.org.uk. The NUT's award-winning website will bring you the latest news and comment, as well as advice and information. You can join the NUT, take action on key campaigns and apply for training courses.

Find out about the latest NUT campaigns and initiatives and the NUT's key policies.

'The Teacher' – your NUT magazine

As an NUT member you will receive your own copy of the NUT's magazine, *The Teacher*, six times a year. A supplement for Wales, *Athrawon Cymru/Teachers in Wales* is published termly.

The Teacher is mailed directly to your home address, so please let the Union know if you move house or if any of your details change.

An interactive digital version of the magazine is also published on the NUT website – click on the 'Teacher online' button. Use the buttons in the top menu bar to bookmark items, add your own notes, print pages, email articles to friends and colleagues or access a text-only version.



www.teachers.org.uk



View the website to keep up to date on campaigns, your pay and conditions.



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at your fingertips.

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The Teacher online

the
Teacher
online

follow us on **twitter**

twitter.com/NUTonline



find us on **facebook**

www.facebook.com/nut.campaigns

NUT News

Look out for *NUT News* on your staff room notice board. Through reading NUT News you can find out about major developments affecting the teaching profession.

Your NUT representative

On arrival at your new school, find out who your NUT representative is.

Your NUT representative is your first point of contact for advice and assistance. Should you need further guidance, your NUT representative will know who to contact.

The NUT representative in your new school will be pleased to welcome you as a colleague and an NUT member.

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 for both on page 82).

Your local association

Associations are the local units of the NUT. The local association is responsible for membership activities in your area. These activities give you the opportunity to meet teachers outside your own workplace.

Most local associations organise social functions for newly qualified teachers.

As a member of your local association, you are encouraged to participate in all its activities, to get involved and support union campaigns.

Contact details for your local association secretary can be found on your NUT membership card or online via the interactive contact directory map at www.teachers.org.uk/contactus



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 your membership card or at www.teachers.org.uk/contactus

Learning with the NUT

Learning is at the heart of the National Union of Teachers. We represent the largest group of qualified teachers in Europe and our belief in the power of learning for all is reflected in our provision of learning opportunities for NUT members and teachers.

We offer a range of courses in our national training and continuing professional development (CPD) programmes.

A simple distinction:

- national training makes you a more effective member or representative of the NUT
- CPD makes you a more effective teacher.

Find out more at www.teachers.org.uk/courses

Our network of accredited NUT learning representatives is key in promoting and delivering learning opportunities.

CPD

CPD programmes are delivered in a range of venues by a team of experienced and highly qualified trainers. Our emphasis is on CPD that has a positive impact on teaching, learning and leadership in classrooms and schools, often providing opportunities for action research and follow-up seminars to reflect on practice.

National training

Our national training programme is delivered at our national training centre, Stoke Rochford Hall in Lincolnshire, as well as on a regional, Wales and local basis. Training is delivered by NUT staff who bring years of experience in campaigning and representing and organising members.

How much?

- for NUT members, our courses are either free or discounted
- for other teachers, courses are competitively priced
- any fees include tuition, course materials, meals and refreshment
- accommodation is provided for some courses, particularly those at Stoke Rochford Hall
- travel expenses are reimbursed unless otherwise stated.

The NUT's programme of one-day conferences, focussing on educational and equality issues, is second to none in terms of quantity and quality. Its National Education Conference, organised annually on the first weekend in July, is the premier event of its kind.

For further details about courses and to apply online go to www.teachers.org.uk/courses



Just Qualified Summer Workshop

This course has been designed for you once you've completed your teacher training course.

Just Qualified Summer Workshop Tuesday 28 July to Thursday 30 July 2015

A three day course at the NUT's national training centre, Stoke Rochford Hall, a superb country mansion. Meet other just qualified teachers from England and Wales.

At the workshop you will find out about:

- induction and conditions of service
- managing pupil behaviour
- safety in social networking
- the NUT and how to get involved.

FREE to NUT members who upgrade to full membership of the NUT for just £1.

Apply online at www.teachers.org.uk/courses



“Very beneficial
and inspiring!
Confidence
boosting”

The NUT offers courses aimed at supporting you in your first year of teaching.

For more information visit
www.teachers.org.uk/courses



NUT learning representatives

The NUT has a network of NUT learning representatives across England and Wales. NUT learning representatives advise members on learning opportunities, both for their personal and professional development. To find out if there is an NUT learning representative in your area, please email learning.reps@nut.org.uk

Automatic protection

As a member of the NUT, you will be protected by a number of group insurance policies. These policies include cover against personal accident leading to death or disability; loss of personal property or cash from school premises through theft or damage by fire; malicious damage to motor vehicles parked on school premises; accidental damage to spectacles at work; or hospitalisation arising from an incident related to your school or NUT work.

These policies are all subject to terms and conditions which are available from the NUT Organising and Membership Department email insurance@nut.org.uk or phone **020 7380 4785**. For further information go to www.teachers.org.uk/benefits-and-services

If you believe you may have a claim in respect of any of these insurance policies, please see your NUT representative or email insurance@nut.org.uk

Benefits and services

Membership of the NUT entitles you to a comprehensive range of benefits and services.

In addition to the services already described, you are entitled to:

- a Countdown card providing you with access to discounts on a wide range of goods and services
- discount motor insurance arranged with Aviva (Tel: **0800 010199**), which is especially designed to meet the needs of teachers
- mortgage facilities and saving schemes through the Teachers Building Society (Tel: **0800 378669**)
- home buildings and contents insurance with Aviva (Tel: **0800 010199**) and Teachers Assurance (Tel: **0800 0560563**)
- travel insurance through Philip Williams & Co Insurance Management (Tel: **0333 6007367**)
- life assurance and financial investments through Teachers Assurance for which the NUT is the introducer appointed representative under the Financial Services and Markets Act (Tel: **0800 0560563**)
- Moneyway unsecured personal loans, details are available from the Moneyway website or through www.moneyway.co.uk/nut or phone **08451 117124**

- legal advice (not work related) through NUT Legal Plus provided by Thompsons Solicitors (fees apply) (Tel: **0800 1696660**)
- Road Rescue through LV=Britannia Rescue (Tel: **08000 223953**).

The Teachers Building Society and Teachers Assurance were both established by the NUT in order to meet the needs of members.

countdown

Teachers
Building Society

AVIVA

Teachers
Assurance
Savings • Investments • Insurance

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RESCUE

Philip
Williams & Co
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For deals you
can't afford
to miss



Practical Books for New Teachers

Are you looking for practical ideas and activities to use in your new teaching role? Routledge (with David Fulton Books) publishes a wide range of books and resources for new and practising teachers in primary and secondary schools.



To find out more about these, or other teaching titles published by Routledge, please visit our Primary and Secondary Education online catalogues:

www.routledge.com/u/primarycat
www.routledge.com/u/secondarycat

NUT Members Offer – 20% Discount

Routledge is offering NUT members a 20% discount* on all Routledge books. To claim the discount, please use promotional code **NUT15** when ordering online at www.routledge.com.

**Discount only valid on purchases made via www.routledge.com before 31/12/2015, and cannot be combined with any other offer or discount.*

NUT campaigns

Teachers tell us that they want their union to promote teaching as a **respected profession**, to stand up for teachers and for those they teach. As you join the teaching profession, you need a **strong campaigning union**, the NUT.



Fair appraisal and capability procedures

The NUT believes in fair appraisal and capability procedures for teachers and is, therefore, opposed to the punitive model policy which the Coalition Government introduced in September 2012.

Teachers should feel able to talk honestly about their professional development within a supportive appraisal process. The NUT is campaigning to maintain fair procedures in all schools, including limits on classroom observations.

The Coalition Government's model policy is not compulsory. Many schools have adopted fair appraisal and capability policies which reflect the NUT's model policy, published jointly with NAHT and ATL.

We have also drawn up a checklist with the NASUWT, setting out our requirements of any appraisal policy. Both this and our joint model policy are available at www.teachers.org.uk/campaigns/appraisal

In defence of teachers' pay and pensions

The NUT is at the forefront of the campaign to protect teachers' pay and pensions

Attacks on the pay of teachers and other public sector workers are unfair and make it harder for you at the start of your career. The Coalition Government's changes mean no automatic pay progression, so pay rises depend on "performance" and can depend on funding and whether your face fits.

Teachers entering the profession face working until 68 – or older if the state pension age rises. Teachers will be expected to work a lot longer and pay a lot more to receive a lot less in retirement.

Teachers at the start of their careers will be particularly badly affected by the Coalition Government's pension changes. Find out how much you stand to lose with the NUT's pensions loss calculator at www.teachers.org.uk/pensions

Most NQTs will start on point M1, so enter that pay point when you use the calculator, unless you have been offered a job with a higher starting salary.

In spite of the changes, the TPS remains a good deal and the NUT strongly advises teachers not to opt out. See page 59 for further information about the benefits of the TPS.



stand up for education

Join the campaign for education

Our children, young people and school communities need your help.

Please help us make 2015 the year that we stand up for education.

www.teachers.org.uk



Tackling excessive workload

Tackling the excessive workload culture prevalent in so many schools is one of the NUT's priorities and is good for children as well as for teachers and their families. Government surveys show that most teachers work on average at least 50 hours a week, leaving little time for family and leisure. Tired and over-worked teachers can't perform at their best for their students.

Particular concerns highlighted in NUT workload surveys include over-burdensome planning requirements, excessive marking requirements, too many meetings, high class sizes, excessive lesson observation and an overall lack of work-life balance.

These issues are being addressed through the NUT's campaign, including action short of strike action which allows teachers to refuse to undertake a range of tasks and activities which the Union deems unnecessary and inappropriate and therefore concentrate on teaching and planning exciting lessons. For details go to www.teachers.org.uk/protect-teachers/asos

Speak to your NUT representative if you have concerns about your workload. If there is no NUT representative in your workplace, in England you should contact NUT AdviceLine and, in Wales, NUT Cymru (contact details for both on page 82).

You can find more information at www.teachers.org.uk/workload



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

Defending state education

There has never been a more important time to defend state education and fight for a good local school for every child and for every community.

The NUT believes that the academies and free schools programmes have fragmented the schools system and weakened democratic accountability and oversight. These policies have also paved the way for greater private sector involvement in state education.

Academies and free schools

Academies are state funded independent schools. Some are run by sponsors, who could be academy chains, universities, other schools, the Church, further education colleges and so on. Others are stand-alone academies and are instead run by an academy trust drawn from the governing body.

Free schools are also state funded independent schools. They may have been set up by groups including private businesses, academy chains, parents, teachers, other schools, universities and faith groups. They may also have been former private schools which applied to convert to free school status to access state funding.

Academies and free schools are outside the influence of the local authority. They have more freedom over the curriculum and can set their own pay, conditions and working time arrangements for newly appointed teachers joining their staff. They can even employ unqualified teachers.

NUT concerns

The NUT is opposed in principle to the academies and free schools programme because of our concerns about:

- the ability of academies and free schools to employ teachers without Qualified Teacher Status (QTS)
- the ability of academies and free schools to set their own pay and conditions for new staff
- complaints from members already working in academies about excessive workload, increased working hours, high staff turnover and bullying management
- the lack of evidence that the academies programme will secure improved educational standards
- schools being forced to become academies against the wishes of school communities
- free schools opening in areas with surplus school places and so undermining existing state schools

- the lack of democratic accountability of academies and free schools
- the adverse impact of academies on local authority services for all schools in a local area
- unfair funding arrangements, particularly privileged access to capital funds
- admission arrangements which in some cases discriminate against the most disadvantaged pupils
- the ability of free schools to be granted some variations on the School Admissions Code
- much higher rates of exclusion in academies
- the denial of trade union negotiating rights in some academies and free schools
- the transfer of public land and buildings to the academy or free school trust or sponsor on a long term lease of up to 125 years.

For more information on NUT concerns about the academies and free schools programme go to www.teachers.org.uk/academies
www.teachers.org.uk/freeschools

NUT support

Whatever the situation regarding union recognition in an academy or free school, teachers are still entitled to be members of the NUT.

The NUT is firmly committed to supporting the many members who teach in academies and free schools.

Send My Friend

The NUT is a major supporter of the Global Campaign for Education, a coalition of charities and teacher unions which organises the Send My Friend to School campaign each year.

Thanks to the campaigning of hundreds of thousands of teachers and young people, millions of primary age children that were previously denied access to education now go to school.

You can find out more about the campaign at www.sendmyfriend.org. Please support the campaign and help us put pressure on world leaders to keep their promise to deliver education for all.

End child poverty

Teachers see every day the impact of poverty on teaching and learning in their classrooms. Recent changes to benefits will push hundreds of thousands more children into poverty. We think that it is unjust to make children and young people pay the price for an economic situation not of their making.

The Union is a member of the End Child Poverty campaign. We are:

- speaking up for the one in three children in the UK growing up in poverty today and
- reminding all political parties of their promise to eradicate child poverty by 2020.

The End Child Poverty campaign each year publishes figures that provide a child poverty map of the UK. The figures are broken down by parliamentary constituency and local authority and paint a stark picture of a socially segregated Britain where the life chances of millions of children are damaged by poverty and inequality. Check out the map and details of child poverty in your area at www.endchildpoverty.org.uk

Teaching in Wales

The NUT is committed to ensuring that its policy takes into account the specific circumstances and wishes of our members in Wales. The NUT is the only teachers' organisation which has a complete range of professional staff within the NUT Cymru office in Cardiff. Expert staff, including a solicitor, deal with all matters affecting teachers.

The NUT stands firmly in favour of a curriculum which reflects the richness and diversity of Wales; supports access by all the children in Wales to the acquisition of both the main languages, Welsh and English; and endorses the Curriculum Cymreig, giving all pupils the opportunity to learn about the cultural, environmental, historic and linguistic characteristics of Wales in all their variety.

As in England, the NUT is in regular direct contact with all bodies concerned with education, including the National Assembly for Wales and the Welsh Government's Department for Education and Skills, Qualifications Wales, Estyn, the WJEC, WLGA, Governors Wales, all local authorities and the Education Workforce Council.

Funding in Wales

The NUT continues its campaign for higher levels of pupil funding in Wales:
Fair Play for Children in Wales.

Dysgu yng Nghymru

Mae'r NUT yn ymrwymedig i sicrhau bod ei bolisiâu yn ystyried amgylchiadau a dymuniadau penodol ein haelodau. Yr NUT yw'r unig sefydliad athrawon sy'n cynnwys amrediad cyflawn o staff proffesiynol o fewn Swyddfar NUT Cymru yng Nghaerdydd. Staff arbenigol, gan gynnwys cyfreithiwr, sy'n delio â'r holl faterion sy'n effeithio athrawon.

Mae'r NUT o blaid cwricwlwm sy'n adlewyrchu cyfoethogrwydd ac amrywiaeth Cymru; yn cefnogi'r cyfle i holl blant Cymru ddysgu'r ddwy brif iaith, Cymraeg a Saesneg; ac yn cefnogi'r Cwricwlwm Cymreig, sydd yn rhoi'r cyfle i bob disgybl ddysgu am nodweddion diwylliannol, hanesyddol a ieithyddol Cymru yn eu holl amrywiaeth.

Fel yn Lloegr, mae'r NUT mewn cysylltiad uniongyrchol cyson gyda'r cyrff sy'n ymwneud ag addysg, gan gynnwys Cynulliad Cenedlaethol Cymru ac Adran Addysg a Sgiliau Llywodraeth Cymru, Cymwysterau Cymru, Estyn, CBAC, CLILC, Llywodraethwyr Cymru, pob un awdurdod lleol, a'r Cyngor y Gweithlu Addysg.

Cyllido yng Nghymru

Mae'r NUT yn parhau â'i ymgyrch i sicrhau cyllid uwch ar gyfer disgyblion Cymru:
Chwarae Teg i Blant Cymru.

A Robin Hood Tax

A Robin Hood Tax would introduce a small tax on banks, hedge funds and other financial institutions and raise billions of pounds to invest in public services and tackle poverty, both in the UK and abroad.

The NUT is a supporter of the Robin Hood Tax campaign. For further information about the campaign and to get involved please visit www.robinhoodtax.org.uk

Campaigning against racism and fascism

The NUT established a political fund to allow it to campaign against racist and fascist candidates in elections. We stand up determinedly for equality and justice and support the work of many organisations which promote and celebrate diversity including HOPE not Hate, Unite Against Fascism, Love Music Hate Racism, Searchlight, Show Racism the Red Card, Kick it Out and Schools Out.

Stop the next corporate takeover

A new wave of corporate trade deals threaten to increase global inequality, undermine democracy and hand public service provision to multinational companies. One such deal is the Transatlantic Trade and Investment Partnership (TTIP). Corporations would be able to sue governments and take away their sovereignty to make decisions for the benefit of their own people.

The NUT is supporting a campaign to say NO to TTIP. For further information go to www.waronwant.org

Stand up for Education

In our Stand Up For Education campaign, we have called for a wider vision of learning and achievement. We have campaigned against policies that have cramped education and stifled the creativity of teachers and pupils. We call for the abolition of Ofsted and the introduction of a new system of school accountability. We campaign against 'baseline assessment' which imposes inappropriate expectations on very young children.

Facts not myths

EduFacts brings you the facts not the myths about what is going on in education.

Our factsheets challenge Government and media rhetoric by presenting the reality about our schools, education system and the teaching profession.

Each has a series of short factual statements, with supporting evidence, about a topical education issue.



To download copies of our factsheets visit www.teachers.org.uk/edufacts



Money
matters



New teachers tell the NUT that they worry about financial matters.
Read on for information about your **pay and other money matters**.

Defending teachers: threats to your pay

The NUT continues to press for higher pay for teachers. The NUT believes that teaching needs to offer pay levels and a career structure that compete effectively with the top graduate employers. For young teachers, this means higher starting pay and improvements in pay progression.

Young teachers face particular financial difficulties. In addition to the burden of student debt, they often face higher individual inflation levels and are unable to access affordable housing. These problems must be tackled. Teaching needs to appropriately value young teachers, with higher starting pay on entry to the profession and faster pay progression in the early years of their careers.

The Coalition Government's changes to the teachers' pay structure will affect hundreds of thousands of teachers across the country, blocking pay progression, driving down pay and hitting morale. The NUT is campaigning strongly to reverse these changes – see the NUT website at www.teachers.org.uk

Note: Statements about pay outlined in this section may not apply in academies, independent schools and free schools. For more information visit the pay and conditions section at 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, will hit teachers moving schools (or taking a career break) particularly hard.

Following a two year pay freeze in 2011 and 2012, and a 1% pay cap in 2013 and 2014, the Coalition Government is proposing a further 1% pay cap in 2015. Along with the increase in pension contributions, the pay cap will continue to cut teachers' take-home pay.

Main Pay Range

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, however, permit schools at their discretion to place teachers who have relevant experience outside teaching on a higher point.

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 from September 2013 will be linked to the outcomes of appraisal. Schools 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 longstanding 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.

Main Pay Range values from 1 September 2014 are set out below. There are four separate scales for England and Wales generally; Inner London; Outer London; and the Fringe Area. Information on the geographical areas covered by each scale appears later in this section.

Main Pay Range from 1 September 2014 (£ p.a.)

Main Pay Range	England & Wales (except London and Fringe Area)	Inner London	Outer London	Fringe Area
M1 minimum	£22,023	£27,543	£25,623	£23,082
M2	£23,764	£28,980	£27,211	£24,821
M3	£25,675	£30,490	£28,896	£26,731
M4	£27,650	£32,079	£30,685	£28,713
M5	£29,829	£34,547	£33,287	£30,887
M6 maximum	£32,187	£37,119	£35,823	£33,244

There are no mandatory scale pay points, only a minimum and maximum for each range. Schools determine the number and value of scale points between these two fixed points. The figures in italics for M2 to M5 represent the previous main scale points, uprated in line with the September 2014 pay award.

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 Teaching and Learning Responsibility 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 for further details on TLRs and other allowances.

Pay ranges for London and the Fringe Area

As explained previously, 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 Main Pay Range.

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 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 scale point 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, for advice and assistance in England you should contact NUT AdviceLine and, in Wales, NUT Cymru (contact details for both on page 82).

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 cases, 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 scale point on 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 scale 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 (contact details for both on page 82).

In order to be advised about your pay, you will need to provide the following information:

- the date of your 18th birthday
- the date you left school
- details of full-time study after the age of 18 and qualifications, with dates
- details of employment/unpaid work experience with dates
- the name of your school/local authority, and
- details included in your letter of appointment.

Your student loan

Student loans are intended to help students in England and Wales meet their living costs while studying. The loans are fixed at a low interest rate and issued by the Government through the Student Loans Company. For many students, they act as the main source of financial support. Once your course has finished and you are earning enough money, you will be expected to start to pay your loan back.

Further details are available on the Student Loans Company website at www.slc.co.uk and will also be included in the documentation you will receive from your local authority, where appropriate.

Help with home buying

Options offered by the Government, housing associations and other agencies include schemes for loans towards mortgage costs; shared ownership schemes; and discounted rent schemes.

In England, the Government provides assistance with the costs of home purchases through the Government-funded Help to Buy programme.

For information on the Help to Buy programme and other home purchase schemes, go to www.gov.uk/affordable-home-ownership-schemes

For information on the programme in Wales, go to www.helptobuywales.co.uk

Pensions: don't opt out

The Government has just 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 currently aged 37 or under 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. For more information go to www.68istoolate.org.uk

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 M1 in Inner London will pay 8.6 per cent from April 2015, while teachers in the rest of the country will 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 will rise to 16.4 per cent from September.

The pension is inflation-linked in retirement – previously to the Retail Prices Index – but the Coalition Government has changed this to the less generous Consumer Prices Index.

You will generally be far better off with the Teachers' Pension Scheme, but you are entitled to make your own arrangements. However 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. When you start teaching, don't opt out!

National Insurance

This is the contribution paid to the state for such benefits as sickness, unemployment and widow's benefits, the basic state pension and the state second pension. If you are a member of the Teachers' Pension Scheme you currently 'contract-out' of the state second pension, which means you pay a slightly lower national insurance rate than otherwise. Contracting-out will end from April 2016 with the introduction of the new 'single-tier' state pension.



The

NUT—

we firmly

believe, that

every class

should be taught by a

qualified

teacher

www.teachers.org.uk



Your
working life



Your conditions of service and employment rights are all affected by who your employer is and the nature of your contract. This section will provide you with **important information about contracts** and about employers other than local authorities.

Complete protection

Being a member of the NUT brings access to the very best legal and professional protection. It gives you a service unrivalled in the teaching profession.

The NUT has a dedicated team of advisers to deal with your queries or concerns at work as well as a network of regional offices in England and NUT Cymru in Wales. Each office has experienced casework officers and solicitors, as well as other expert staff to give confidential advice, information or assistance on employment rights and other matters relating to your professional life.

In the event of your being involved in any legal proceedings arising from your professional duties, the NUT will ensure that you have proper legal representation and that your rights are fully protected. Once you have been granted legal assistance, the NUT will pursue your case as far as it can to secure a satisfactory outcome.

The NUT is leading the development of employment law in the UK and in Europe and has won a number of significant legal victories, for example, on part-timers' and agency workers' rights, pensions, sexual orientation discrimination and in the House of Lords, on workplace stress.

Entrusting your professional protection to the NUT is the best guarantee that your interests will be protected.

For advice and guidance in England:

NUT AdviceLine

Tel: **020 3006 6266**

Email: nutadviceline@nut.org.uk

For advice and guidance in Wales:

NUT Cymru

Tel: **029 2049 1818**

Email: cymru.wales@nut.org.uk

Contracts

Once a job has been offered and that offer has been accepted, then a legal contract comes into existence.

It is important that you understand the nature of the post under offer. You should give priority to permanent teaching posts but there may be circumstances where the only posts available to you are fixed-term or temporary.

Fixed-term contracts specify that the contract will terminate on a specific date, when a particular event occurs or when a particular task has been completed. They are frequently used where teachers are employed to cover secondments, pending permanent appointments or to cover long-term sickness absence or maternity leave.

It is a common misconception that teachers employed on fixed-term contracts cannot gain the same employment rights as colleagues on permanent contracts. Regardless of whether you work on a full-time, part-time, fixed-term or permanent basis, once you have completed two years' continuous service with the same employer you have the right not to be unfairly

dismissed. Once you have completed two years' continuous service as a teacher, with one employer or with one or more employers in the state sector, you have the right to a redundancy payment.

Non-renewal of a fixed-term contract is, in law, a dismissal and if it has been carried out unfairly, you may have a legal remedy.

The NUT is opposed to the use of successive fixed-term contracts where the post is funded on an annual basis but the funding is in practice long-term and the need for the work is long-term. There are now statutory restrictions on the repeated use of fixed-term contracts. Once a fixed-term employee has been engaged for four years on two or more fixed-term contracts, that employee will be entitled to become a permanent employee unless the use of a fixed-term contract is objectively justified.

Part-time teaching

Part-time teachers are paid on a pro rata basis of the pay rate they would receive if employed full-time in the same post. The percentage of the full-time pay rate must be calculated on the basis of the 'school's timetabled teaching week' – its total weekly teaching hours – and the proportion of those hours which the teacher is deemed to work.

The percentage obtained in the pay calculation is also used to determine part-time teachers' directed time obligations. They will be required to be available for work for the same percentage of 1265 hours as the percentage of full-time pay.

Part-time teachers are entitled to pay progression on the same basis as full-time teachers. Part-time teachers are also eligible for TLR payments, SEN allowances and recruitment and retention payments and are entitled to apply to cross the performance threshold, on the same basis as full time teachers.

Part-time teachers' entitlements to occupational sick pay, maternity, paternity, adoption and parental leave and pay, training, development, promotion opportunities and participation in the Teachers' Pension Scheme mirror those for full-time teachers. Employers are prohibited from treating part-time teachers less favourably than full-time teachers.

Making membership affordable

As a supply or part-time teacher you pay a reduced subscription to the NUT.

Supply teaching

Supply teachers may be employed by the local authority or school or alternatively via a supply teaching agency.

If you are a supply teacher employed by the local authority or school for the whole day you must be paid 1/195th of the pay spine salary you would receive if you were employed full-time, while if you are engaged for periods of less than a day you may be paid an hourly rate of pay determined by the local authority or school for the first 12 weeks of your assignment.

If you are a supply teacher employed via an agency, your pay is determined by the agency concerned which can choose to apply the provisions of the STPCD or its own pay provisions.

After 12 weeks in the same role with the same employer, you should be provided with the same basic terms and conditions as if you had been recruited directly by the employer. For a supply teacher in a community school, this would usually be the rate of pay you would have received if you had been employed by the school on a 'short notice supply' basis as provided for in the STPCD. In an academy or independent school this would be the rate applicable to other teachers doing similar work and who are directly engaged by the school.

Teacher employment agencies

The NUT's policy is that all teachers should be employed by local authorities or, where appropriate, by schools and that local authorities should maintain proper supply arrangements for schools.

The growth of teacher employment agencies and businesses means that some teachers will find work through such agencies and may face specific problems as a result.

The NUT is concerned about agencies undermining national pay and conditions of service as laid out in the School Teachers' Pay and Conditions Document.

The NUT has raised concerns relating to pay and conditions, employment status and vetting procedures with a number of agencies. It continues to campaign for proper regulations for teacher agencies and businesses and to protect those teachers who find work through such agencies.

Self employment

Self employment is a label typically attached to agency teachers or teachers who work as education consultants. Those who engage in work on a self-employed basis are said to be engaged under 'a contract for services'. In such circumstances the relationship between the end-user and the teacher is one of client and independent contractor rather than employer and employee. As such, a teacher who is appointed under a contract for services may not be entitled to the protection which the law affords employees, such as unfair dismissal and redundancy rights.

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, known as the 'Blue Book', 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 'Blue Book' 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 'Blue Book' is available to be downloaded from www.gov.uk/government/publications/school-teachers-pay-and-conditions-2014

Professional duties

The professional duties of teachers are set out in detail in the School Teachers' Pay and Conditions Document. 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.

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.

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, but the NUT has policy on all of these areas. 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.

Teachers’ working time

Under the terms of the School Teachers’ Pay and Conditions Document, 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, these hours to be allocated reasonably throughout those days in the year on which they are required to be available for work.”

Teachers are required to work “such reasonable additional hours as may be needed...” 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 10 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.

You are entitled to a clear lunch break and you cannot be required, during your lunch break, to supervise children. The NUT has produced a guide for members on workload and working time, which you can download at www.teachers.org.uk/workload

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, trans status, religion or belief, pregnancy and maternity leave or age is unlawful.

Safeguarding

It is a fact of life that some of the children you teach will be victims of child abuse. On occasion, a child who is being abused may choose to confide in you. It is extremely important that you are aware of what to do in such circumstances.

The NUT advises you not to promise confidentiality to a child who confides in you. Instead, while creating an environment conducive to speaking freely, you should make it clear that you will need to pass on what you have been told to ensure that the child and other children are protected. Make sure you disclose what you have been told to your school/college's designated teacher as soon as possible and ask to be kept informed of developments.

Appraisal/ performance management

Performance management/
appraisal 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

For more information, see 'Fair appraisal and capability procedures' in the 'NUT campaigns' section in this guide.'

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.

Teachers' sick pay

Please let your school know as early as possible if you are unable to attend due to sickness. You do not need to send a doctor's note until you have been ill for eight days. If you have been off sick for more than three school days, you will be required to complete a self-certification form 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 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, however, 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 must be claimed from the Government. A form can be obtained from your local Jobcentre Plus. 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.

Note:

Statements about conditions of service outlined in this section may not apply in academies, independent schools and free schools. For more information visit the pay and conditions section at www.teachers.org.uk/pay

MORE STUFF

Three documents
which challenge
gender stereotypes



To download your copy of
these invaluable guides go to
<http://tinyurl.com/omv9cao>

Available now, free
to NUT members



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. 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 for both on page 82).

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 about your rights and entitlements.

The NUT organises a number of courses to support teachers in developing positive behaviour management in classrooms. In particular, our popular **Start Right** courses are specially designed for just qualified teachers. For more information on all our courses and to apply online go to www.teachers.org.uk/courses



Start Right

One day professional development seminars
for teachers completing their initial teacher
training in summer 2015

This training has been created to help you better understand
pupil behaviour

- build on your learning during your initial teacher training
- build your confidence and make a positive start with your pupils
- prepare for your first weeks in the classroom
- discuss a range of tried and tested behaviour management strategies
- meet other local just qualified teachers.

Wednesday 1 July in Manchester

Thursday 2 July in Birmingham

Tuesday 7 July in Cardiff

Friday 10 July in London

“I found this seminar extremely valuable and interesting to help me prepare for my NQT year.”

9.30 am
to
4.30 pm

FREE to just qualified teachers. Travel expenses will be paid.

www.teachers.org.uk/courses/startright

Cover for absent colleagues

Teachers can only be required to provide cover for absent colleagues rarely. Schools are, therefore, required to ensure that teachers may be required to cover 'only rarely', in circumstances which are not foreseeable. The NUT expects, therefore, 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.

Note:

Statements about conditions of service outlined in this section may not apply in academies, independent schools and free schools. For more information visit the pay and conditions section at www.teachers.org.uk/pay

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 continuous length of 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.

All women teachers are, however, 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 who expect their baby to be born on or 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 or adoption leave may, with the agreement of their employer, take up to ten "keeping in touch" days without losing that maternity pay. These days can be used for work or training but are not compulsory.

For up-to-date information on your maternity rights, visit www.teachers.org.uk/maternitymatters

Parental leave

New parents qualify for a maximum of 13 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 fifth birthday or 18th birthday if the child is disabled.

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 dependents. 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.

Trade union duties and activities

The NUT encourages its members to become involved in the work of the Union at school and local level. Arrangements for paid time off for trade union duties will normally be found in local agreements made in accordance with statutory provisions.

If you are the NUT rep in your school and are experiencing difficulties in securing paid time off for your trade union duties, please contact the NUT AdviceLine **0203 0066 266** nutadvice@nut.org.uk in England or NUT Cymru **029 2049 1818** cymru.wales@nut.org.uk in Wales for advice.

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. 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 for both on page 82).

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.

Note:

Statements about conditions of service outlined in this section may not apply in academies, independent schools and free schools. For more information visit the pay and conditions section at www.teachers.org.uk/pay

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 your staying until the end of the following term.

The 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 (contact details for both on page 82).

Accidents in school

Your school should have clear procedures for dealing with accidents in the classroom involving either pupils or teachers. 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.

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 if you believe that you have a grievance or that you may be subject to disciplinary proceedings.



Mobile matters

Keep your mobile number private!

Never give your mobile telephone number to pupils. The NUT has had to deal with some casework for teachers who have found themselves being pestered by pupils sending them unwanted voice, text and photo messages.

Be cyber-safe

Be vigilant about your personal information on the internet. Social networking sites can be used safely if you carefully consider the way in which you post information.

Monitor what is on the web about yourself – type your name (in various forms) into several search engines. Many employers routinely search for personal information on the internet as part of pre-employment checks.

Contact US, useful websites and addresses

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 020 3006 6266
nutadviceline@nut.org.uk

In Wales contact:

NUT Cymru 029 2049 1818
cymru.wales@nut.org.uk

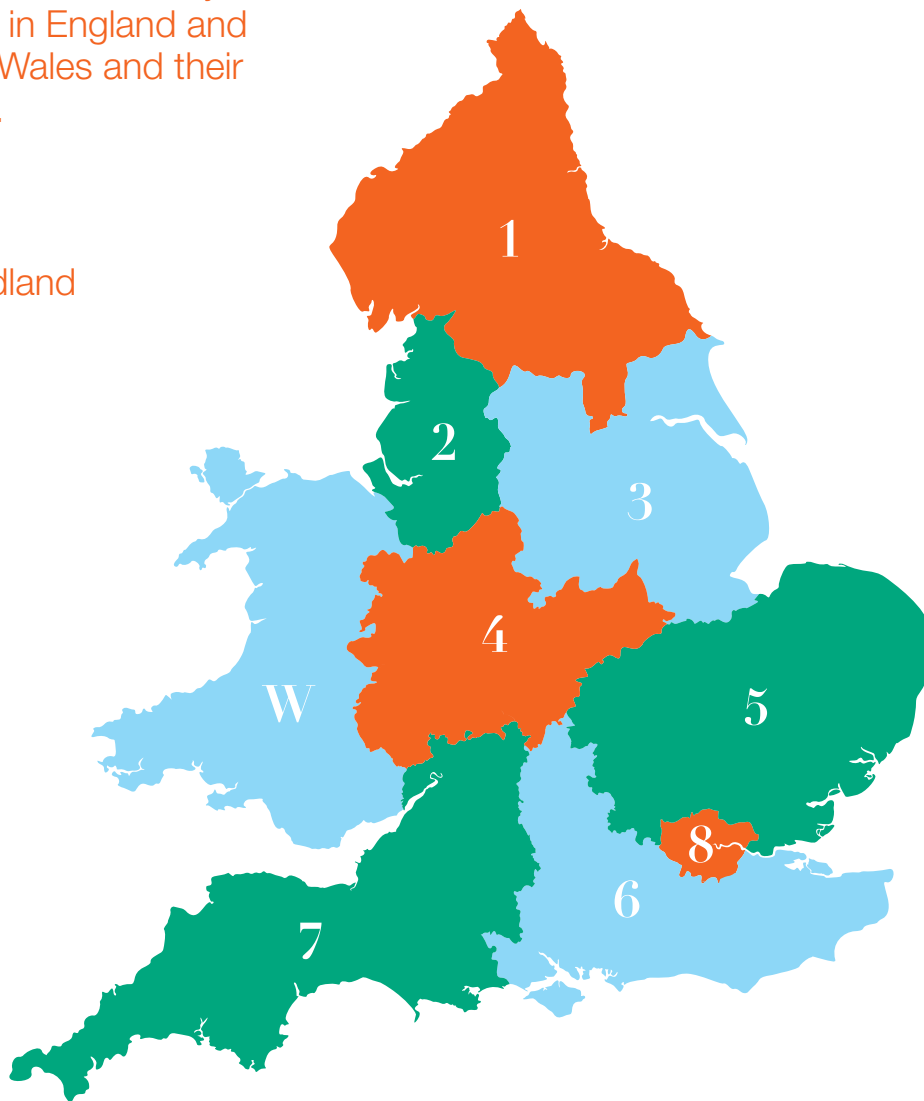




NUT regions and Wales

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



1 NUT Northern Regional Office

Tel: 0191 482 7700

Email: northern@nut.org.uk

City of Sunderland, City of York, Cumbria, Darlington, Durham, Gateshead, Hartlepool, Middlesbrough, Newcastle upon Tyne, North Tyneside, Northumberland, North Yorkshire, Redcar and Cleveland, South Tyneside, Stockton

2 NUT North West Regional Office

Tel: 01204 521 434

Email: north.west@nut.org.uk

Blackburn with Darwen, Blackpool, Bolton, Bury, Cheshire East, Cheshire West and Chester, Halton, Isle of Man, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, St Helens, Salford, Sefton, Stockport, Tameside, Trafford, Warrington, Wigan, Wirral

3 NUT Yorkshire/Midland Regional Office

Tel: 01302 342 448

Email: yorkshire.midland@nut.org.uk

Barnsley, Bradford, Calderdale, Derby City, Derbyshire, Doncaster, East Riding of Yorkshire, Hull, Kirklees, Leeds, Lincolnshire, North East Lincolnshire, North Lincolnshire, Nottingham City, Nottinghamshire, Rotherham, Sheffield, Wakefield

4 NUT Midlands Regional Office

Tel: 0121 647 4397

Email: midlands@nut.org.uk

Birmingham, Coventry, Dudley, Herefordshire, Leicester City, Leicestershire, Rutland, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-on-Trent, Telford and Wrekin, Walsall, Warwickshire, Wolverhampton, Worcestershire

5 NUT Eastern Regional Office

Tel: 01638 555 300

Email: eastern@nut.org.uk

Bedford Borough, Buckinghamshire, Cambridgeshire, Central Bedfordshire, Essex, Hertfordshire, Luton, Milton Keynes, Norfolk, Northamptonshire, Peterborough, Service Children's Education (SCE), Southend-on-Sea, Suffolk, Thurrock

6 NUT South East Regional Office

Tel: 01444 894 500

Email: south.east@nut.org.uk

Bracknell Forest, Brighton and Hove, East Sussex, Hampshire, Isle of Wight, Kent, Medway, Oxfordshire, Portsmouth, Reading, Slough, Southampton, Surrey, West Berkshire, West Sussex, Windsor and Maidenhead, Wokingham

7 NUT South West Regional Office

Tel: 01392 258 028

Email: south.west@nut.org.uk

Bath and North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Isles of Scilly, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire

8 NUT London Regional Office

Tel: 020 8477 1234

Email: london@nut.org.uk

Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster

Wales NUT Cymru

Tel: 029 2049 1818

Email: cymru.wales@nut.org.uk

Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taf, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Ynys Môn

Useful websites and addresses

ace education

ACE Education Advice and
ACE Education Training
72 Durnsford Road
London
N11 2EJ
Tel: 020 8888 3377
(business/training queries only)
Email: enquiries@ace-ed.org.uk
www.ace-ed.org.uk

Anti Academies Alliance

PO Box 5408
Brighton
BN50 8HB
Tel: 07528 201 697
www.antiacademies.org.uk

British Council

British Council Customer Service UK
Bridgewater House
58 Whitworth Street
Manchester
M1 6BB
Tel: 0161 957 7755
Oystermouth House
Email: www.britishcouncil.org/contact-webform
www.britishcouncil.org

The Campaign for State Education (CASE)

98 Erlanger Road
London
SE14 5TH
Email:
casemail@campaignforstateeducation.org.uk
www.campaignforstateeducation.org.uk

Children in Wales

25 Windsor Place
Cardiff
CF10 3BZ
Tel: 029 2034 2434
Email: info@childreninwales.org.uk
www.childreninwales.org.uk

Children's Commissioner for Wales

Oystermouth House	Penrhos Manor
Phoenix Way	Oak Drive
Llansamlet	Colwyn Bay
Swansea	Conwy
SA7 9FS	LL29 7YW
Tel: 01792 765 600	Tel: 01492 523 333
Freephone: 0808 801 1000	
Email: post@childcomwales.org.uk	
Text: 80 800 start message with COM	
www.childcomwales.org.uk	

Children's Services Network

Local Government Information Unit
3rd Floor
251 Pentonville Road
London
N1 9NG
Tel: 020 7554 2800
Email: info@lgiu.org.uk
www.lgiu.org.uk/csn

Department for Business, Innovation & Skills (BIS)

1 Victoria Street
London
SW1H 0ET
Tel: 020 7215 5000
Email: enquiries@bis.gsi.gov.uk
www.bis.gov.uk

Department for Education (DfE)

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0370 000 2288
www.education.gov.uk

Department for Education and Skills (DfES)

Welsh Government
Cathays Park
Cardiff
CF10 3NQ
Tel: 0300 0604400 (Welsh)
Tel: 0300 0603300 (English)
Email: customerhelp@wales.gsi.gov.uk
www.wales.gov.uk

Equality and Human Rights Commission

www.equalityhumanrights.com
Main offices in England and Wales:

London

Fleetbank House
2-6 Salisbury Square
London
EC4Y 8JX
Tel: 020 7832 7800
Email: correspondence@equalityhumanrights.com

Cardiff

Ground Floor
1 Caspian Point
Caspian Way
Cardiff Bay
CF10 4DQ
Tel: 029 2044 7710
Email: wales@equalityhumanrights.com

Manchester

Arndale House
The Arndale Centre
Manchester
M4 3AQ
Tel: 0161 829 8100
Email: correspondence@equalityhumanrights.com

Equality Advisory Support Service (EASS)

Phone: 0808 800 0082
Textphone: 0808 800 0084
www.equalityadvisoryservice.com

Estyn

(Her Majesty's Inspectorate for
Education and Training in Wales)

Anchor Court

Keen Road

Cardiff

CF24 5JW

Tel: 029 2044 6446

Email: enquiries@estyn.gov.uk

www.estyn.gov.uk

Ethical Trading Initiative (ETI)

8 Coldbath Square

London

EC1R 5HL

Tel: 020 7841 4350

Email: emma.clark@eti.org.uk

www.ethicaltrade.org

General Teaching Council for Wales (GTCW) Cyngor Addysgu Cyffredinol Cymru

9th Floor

Eastgate House

35-43 Newport Road

Cardiff

CF24 0AB

Tel: 029 2046 0099

General enquiries email: information@gtcw.org.uk

Registration email: registration@gtcw.org.uk

www.gtcw.org.uk

Global Dimension

Think Global

32-36 Loman Street

London

SE1 0EH

Tel: 020 3751 3008

Email: info@globaldimension.org.uk

www.globaldimension.org.uk

Health & Safety Executive (HSE)

Health and Safety Executive

Redgrave Court

Merton Road

Bootle

Merseyside L20 7HS

Tel: 0300 003 1747

Email: advice@hse.gsi.gov.uk

www.hse.gov.uk

IntoFilm

31 Islington Green

London

N1 8DU

Tel: 020 7288 4520

Email: support@intofilm.org

www.filmclub.org

Love Music Hate Racism

PO Box 66759

London

WC1A 9EQ

Tel: 020 7801 2781

www.lovemusicateracism.com

National Assembly Against Racism

28 Commercial Street
London
E1 6LS
Tel: 020 7247 9907
Email: info@naar.org.uk
www.naar.org.uk

National Children's Bureau

8 Wakley Street
London
EC1V 7QE
Tel: 020 7843 6000
Email: enquiries@ncb.org.uk
www.ncb.org.uk

National Society for the Prevention of Cruelty to Children (NSPCC)

Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 020 7825 2500/0808 800 5000
(help and advice)
Email: help@nspcc.org.uk
www.nspcc.org.uk

National Union of Students (NUS)

Macadam House
275 Gray's Inn Road
London
WC1X 8BQ
Tel: 0845 5210 262
Email: nusuk@nus.org.uk
www.nus.org.uk

National Union of Students in Wales (NUS Wales) Undeb Cenedlaethol Myfyrwyr Cymru (UCMC)

2nd Floor
Cambrian Buildings
Mount Stuart Square
Cardiff
CF10 5FL
Tel: 029 2043 5390
Email: office@nus-wales.org.uk
www.nus.org.uk

National Youth Agency

Eastgate House
19-23 Humberstone Road
Leicester
LE5 3GJ
Tel: 0116 242 7350
Email: nya@nya.org.uk
www.nya.org.uk

Office for Standards in Education, Children's Services and Skills (OFSTED)

Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
Email: enquiries@ofsted.gov.uk
www.ofsted.gov.uk

PTA – UK (Parent Teacher Associations)

39 Shipbourne Road
Tonbridge
Kent
TN10 3DS
Tel: 0300 123 5460 (advice line)
Email: info@pta.org.uk
www.pta.org.uk

The Royal Society for the Prevention of Accidents (RoSPA)

RoSPA House
28 Calthorpe Road
Edgbaston
Birmingham
B15 1RP
Tel: 0121 248 2000
Email: help@rospa.com
www.rospa.com

Schools Out LGBT History Month

(Working towards equality, safety and visibility in education for all lesbian, gay, bisexual and trans people since 1974)

BM Schools Out UK
London
WC1N 3XX
Email: secretary@schools-out.org.uk
info@lgbthistorymonth.org.uk
www.schools-out.org.uk

Show Racism the Red Card

The Linskill Centre
Linskill Terrace
North Shields
Tyne & Wear
NE30 2AY
Tel: 0191 257 8519
Email: info@theredcard.org
www.srrtc.org

Teachers' Pensions

Mowden Hall
Staindrop Road
Darlington
DL3 9EE
Tel: 0845 6066 166
Email: tpmail@teacherspensions.co.uk
www.teacherspensions.co.uk

Times Educational Supplement (TES)

26 Red Lion Square
London
WC1R 4HQ
Tel: 020 3194 3000
Email: help@tes.co.uk
www.tes.co.uk

Trade Union Friends of Searchlight

PO Box 1576
Ilford IG5 0NG
Tel: 020 8550 1805
Email: tradeunionfriendsofsearchlight@gmail.com
www.searchlightmagazine.com

Trades Union Congress (TUC)

Congress House
Great Russell Street
London
WC1B 3LS
Tel: 020 7636 4030
Email: info@tuc.org.uk
www.tuc.org.uk

unionlearn

Congress House
Great Russell Street
London
WC1B 3LS
Tel: 020 7079 6920
Email: ulweb@tuc.org.uk
National Careers Service
Tel: 0800 100 900
www.unionlearn.org.uk

Unite Against Fascism

PO Box 72710
London
SW19 9GX
Tel: 020 8971 7426
www.uaf.org.uk

Wales TUC Cymru

Unite House
1 Cathedral Road
Cardiff
CF11 9SD
Tel: 029 2034 7010
Email: wtuc@tuc.org.uk
www.tuc.org.uk/wales

Welsh Government Llywodraeth Cymru

Cathays Park
Cardiff
CF10 3NQ
Tel: 0300 0604400 (Welsh)
Tel: 0300 0603300 (English)
Email: customerhelp@wales.gsi.gov.uk

The Publications Centre

Room 3.022
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
Tel: 029 2082 5861
Email: customerhelp@wales.gsi.gov.uk
www.wales.gov.uk

Youth Hostels Association (England and Wales) (YHA)

Trevelyan House
Dimple Road
Matlock
Derbyshire
DE4 3YH
Tel: 01629 592 700 / 0800 0191 700
Email: customerservices@yha.org.uk
www.yha.org.uk



Q: Who can provide you with great home and motor insurance once you're qualified?

A: With cover endorsed by the NUT it has to be Aviva

Visit our website www.fromyourunion.co.uk/NUT to get a quote today



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in 2015?

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until 2017 for just

£1

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to full membership, ring our hotline
020 7380 6369 or join online
www.teachers.org.uk/join



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twitter.com/NUTonline



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facebook.com/nut.campaigns