



**SCHOOL
DIRECT**

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your
union

The largest
teachers' union



teachers.org.uk



“Very beneficial
and inspiring!
Confidence
boosting”

The NUT offers courses aimed at supporting you as a new teacher. For members of the NUT they are either free or discounted.

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



Dear colleague

Welcome to the NUT's essential guide to your School Direct training

I am delighted you have chosen to join the teaching profession and would like to invite you to join the NUT. Your membership will be entirely free whilst you are training to teach.

Our guide contains lots of useful information covering a range of topics. It provides valuable advice on your first few weeks in school, some School Direct frequently asked questions and much, much more.

The NUT will support you throughout your career. As an NUT member you have access to the very best advice and guidance. We are the largest teachers' union and our membership strength makes us the most effective in standing up for teachers and their professional status.

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.

I look forward to welcoming you into NUT membership and wish you every success for the year ahead.

Yours sincerely



Christine Blower
NUT General Secretary



To join us for FREE ring our hotline
020 7380 6369 or join online www.teachers.org.uk/join

Your first weeks in school

This guide will give you useful **advice and information** to help you at the start of your School Direct programme.





Your first weeks in school

There are some specific items of information which should be available to you. 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
- information about who will be your mentor or support person when you begin to teach in the school.

In school the first point of contact for NUT members is their representative. If there is no NUT representative in your workplace you should contact the NUT AdviceLine for advice and guidance (contact details on page 21).

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

Social networking

Be vigilant about your personal information online. 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.

See NUT guidance on E-Safety at www.teachers.org.uk/briefings

School direct FAQs

There can be considerable variation in the way schools administer the School Direct programme. Some of the most common questions are addressed below. If you are an NUT member and have particular concerns, you should contact your NUT representative or the NUT AdviceLine 020 3006 6266 nutadvice@nut.org.uk

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) scheme, trainees are working and training at the same time. Ideally you should be employed on a permanent rather than a fixed-term contract.

During your period of training you will be employed by the school or local authority as an unqualified teacher. The salary you receive will be dependent on the school you apply to and the subject you wish to teach. However, you will usually be paid as an unqualified teacher on point one or above of the unqualified teacher scale.

The unqualified teacher pay range from 1 September 2015

	England (excluding the London area)	Inner London Area	Outer London Area	Fringe Area
	£	£	£	£
Minimum	16,298	20,496	19,359	17,368
Maximum	25,776	29,970	28,841	26,843

On the School Direct (salaried) scheme you are not required to pay fees for a training programme which leads to qualified teacher status (QTS). You may, however, be required to pay fees for any academic qualifications, such as a PGCE.

If you are pursuing the School Direct tuition fee route you will be deemed to be a student of higher education for the period of training. Your training will be funded by tuition fees, but you will be eligible to receive the same student support, eg, student loans, as those doing university-based courses. You may be eligible for a training bursary or scholarship. For further information visit www.gov.uk/funding-initial-teacher-training-itt-academic-year-2015-to-16#tuition-fee-routes

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

As a School Direct (salaried) trainee you will have the same rights and responsibilities, but you will not be required to perform more than 90 per cent of the teaching duties normally required of a full-time qualified teacher. Best practice suggests that 90 per cent is a figure that would be worked towards over time, not established at the start of the traineeship.

If you are a School Direct trainee on the tuition fee route you are likely to follow a variant of the timetable established by higher education institutions (HEIs) for their university-based trainees. This would usually involve performing 50 to 60 per cent of the duties required of a full-time teacher.

Will I be eligible to join the Teachers' Pension Scheme (TPS)?

As a School Direct (salaried) trainee you are eligible to join the scheme and will have the same rights and entitlements as other teachers in relation to the TPS. Despite the recent cuts to the scheme the NUT strongly encourages eligible teachers to join the TPS. NUT members can join our campaign to stop teachers being made to pay more, work longer and get less in retirement.

For further information on the TPS visit www.teacherspensions.co.uk

How do I get the best from my training?

In most cases, with the exception of those which offer QTS without a PGCE qualification, School Direct schemes are linked to HEIs.

In the case of School Direct (salaried), HEIs will have a role in quality assurance. With the School Direct tuition-based schemes, HEIs have a stronger involvement. They will provide a significant part of your training and, working with your school, will establish your teaching timetable.

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

- a named mentor and/or teacher whom you can contact about any aspect of your training and for subject specialist support, where appropriate

- a named HEI tutor, who will teach aspects of the initial teacher education curriculum and assess you on school practice
- access to proper study time and resources to help with your written assignments
- space and materials available in your school and HEI in order to prepare resources for use during your teaching
- adequate time to discuss your progress and experiences with those responsible for your training
- formal and explicit arrangements for the assessment of your work.

Am I entitled to gain experience in another school setting, beyond my School Direct traineeship?

To become a qualified teacher you have to take training placements in two schools. Trainees will train in at least two schools and will usually spend time in other schools too.

Even though there is no entitlement to gain experience outside of the two compulsory placements, it is a reasonable expectation. Most providers will aim to satisfy it, with HEIs playing a facilitating role.

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 become pregnant and take maternity leave or you have a period of long-term sickness absence. Due to the nature of your training you should remember that you have contractual obligations to the school.

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, eg 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 as a qualified teacher 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.

Managing behaviour

All teachers, whether they are new to the classroom or with many years of experience, can sometimes find pupil behaviour challenging. Remember that behaviour management skills improve with experience.

The NUT's *Managing Behaviour* guide provides behaviour management tips to get you started. They address concerns expressed by new teachers.

If you haven't received a copy already, email newteachers@nut.org.uk to request one.



“teachers talking”

New teachers tell us why they joined the NUT



Irma Rekić

I think being part of the NUT is excellent. The NUT offers a lot of support and excellent training so I definitely recommend that you join.



Stephanie Romanczuk

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

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 provides support to move forward in your career with really good training courses available.

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. The Union has given me so much support already.







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 website brings you the latest news and comment, as well as authoritative information, guidance and advice. You can join the NUT, take action on key campaigns and apply for training courses.

The Teacher – your NUT magazine

NUT members receive our magazine, *the Teacher*, six times a year.

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.



NUT News

Look out for *NUT News* on your staffroom 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.

For NUT members, the NUT representative is the first point of contact for advice and assistance from the Union. 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 you should contact the NUT AdviceLine for advice and guidance (contact details on page 21).

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 new teachers.

As members of their local association, NUT members are encouraged to participate in association 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**

Benefits and services

Joining the NUT entitles you to a comprehensive range of benefits and services. Members are entitled to:

- a Countdown card providing access to discounts on a wide range of goods and services
- discounted motor insurance arranged with Aviva (Tel: **0800 010 199**), which is especially designed to meet the needs of teachers
- a mortgage facility and savings schemes through the Teachers Building Society (Tel: **0800 378 669**)
- home buildings and contents insurance with Aviva (Tel: **0800 010 199**) and Teachers Assurance (Tel: **0800 0560 563**)
- 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 0560 563**)
- Moneyway unsecured personal loans, details of which are available from the Moneyway website or through www.moneyway.co.uk/nut or phone **08451 117 124**

- legal advice (not work-related) through NUT Legal Plus provided by Thompsons Solicitors (fees apply) (Tel: **0800 1696 660**)
- Road Rescue through LV=Britannia Rescue (Tel: **08000 223 953**).

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

T THOMPSONS
SOLICITORS

moneyway

For deals you
can't afford
to miss

LV= BRITANNIA
RESCUE



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

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



Know your union rep

NUT members have access to excellent advice and support.

Your first point of contact for advice and support from the Union is your NUT workplace representative. If there is no NUT representative in your workplace you should contact the NUT AdviceLine.

NUT AdviceLine

Tel: **020 3006 6266**

Email: nutadvice@nut.org.uk

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



Speak up for professional unity

Our aim:
one union
for all
teachers

One union – why now?

Because we are stronger when we are together.

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

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

Speak up for one union

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

Email unity@nut.org.uk



To join us
for **FREE**
ring our hotline
020 7380 6369
or join online
www.teachers.org.uk/join

Our aim: one union
for all teachers



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