

Pay progression

Teachers on the main pay scale should progress to the next point automatically.

Appraisal objectives should be 'SMART': specific, measurable, achievable, relevant, and time-bound. Members should not agree to objectives that fail to meet these criteria, especially those tied to factors outside their control, such as numerical targets related to student outcomes.

UPR

DfE's guidance states schools must use evidence that is readily available from normal school practice. They must not create unnecessary bureaucracy by demanding extra evidence from teachers.

Requiring teachers to submit additional documentation breaches this principle and risks workload intensification.

23 tasks

The Department for Education (DfE) has added an annex to the statutory guidance School Teachers' Pay and Conditions Document, which outlines 23 different administrative tasks that teachers should not be carrying out.

This includes tasks such as putting up displays, bulk photocopying, printing seating plans and investigating pupil absences.

PPA

All teachers should have 10% of their weekly timetable allocated to PPA. This should be in blocks of no less than 30 minutes, during the timetabled school day. It should not be placed outside under any circumstances.

Remember that how you use your PPA time is at your discretion. You cannot be directed to use PPA time for any particular purpose.

Directed time

Teachers are contracted to be 'available to work' 195 days a year. Directed time describes all the hours that you are 'directed' by the head. Your school produce a budget of the 1265 hours showing how this time is allocated as well as a yearly calendar for events, training etc.

Ensuring a directed time calendar, negotiated by NEU members, is in place is the first step towards tackling teacher workload at your school. A directed time calendar is important to ensure teachers' hours are reasonable and is standard practice within the profession.

Part time staff

Part time workers cannot be directed to come in to work on days they would not normally be at work. This includes for training purposes.

The 1265 calculation for part time workers is pro-rata so additional directed hours after the school day should also be reduced to match the lower teaching commitment.

Where part-time teachers carry out the whole responsibility attached to a TLR post, they should receive the full value of the TLR payment. This should only be pro-rata as part of a job share or reduction in responsibility.

The Union for all School Staff



Know your rights

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