

NATIONAL ACTION SHORT OF STRIKE ACTION

Supplementary Guidance



The SNCT Pay and Conditions of Service Agreement 2013-15 comes into effect on 1 August 2014 and worsens teachers' conditions of service by allowing schools to add to teachers' workload. The NASUWT opposed the SNCT Pay and Conditions Agreement 2013-15 and has issued to members a detailed critique of it, which can be found at www.nasuwt.org.uk/ScotlandPay.

This supplementary guidance on the NASUWT national industrial action should be read alongside previous information to members and school representatives about the Agreement.

For more information:

Website: www.nasuwt.org.uk/IndustrialAction

Action Advice Line: 0121 457 6292 E-mail: action@mail.nasuwt.org.uk

NASUWT NATIONAL ACTION INSTRUCTIONS

The following national action instructions are currently in place and will also apply to the changes which will come into effect on 1 August 2014.

NASUWT Action Instruction 1

Cover

Members should not exceed the contractual 22.5 hours contact time to provide cover.

NASUWT members should continue to refuse to provide cover.

NASUWT Action Instruction 2

Working Time

Members should not exceed their contractual working time of 35 hours per week.

Part 2, Section 3 of the SNCT Handbook states the following:

- 3.6 Teachers (other than short term supply teachers) shall have a 35 hour working week. The working week shall apply on a pro rata basis to teachers on part-time contracts.*
- 3.7 Within the 35-hour week, a maximum of 22.5 hours will be devoted to class contact except for those teachers on the National Teacher Induction Scheme.*

SNCT Circular 14/43, which has now been issued, could lead to schools attempting to increase the working week beyond 35 hours. The appendix to Circular 14/43 states that 'schools can develop an alternative approach to working hours'. This is a euphemism for increasing teachers' workload and should be resisted by NASUWT representatives. The NASUWT advocates that schools should maintain this provision without alteration.

The appendix to Circular 14/43 states that school negotiating groups can agree an increase in teaching contact time during the week from 22.5 hours per week to 25 hours per week. However, the appendix goes on to say that '*any reconfiguration of class contact time would be subject to discussion and agreement between the Headteacher and the relevant teaching staff (National Criteria, iii).*'

The appendix to Circular 14/43 goes on to state:

- (vii) This flexible approach should be planned prior to the beginning of the academic year; this should be part of the school's annual working time discussions and not normally used to deal with short term cover situations. Any flexible approach will be reviewed on a regular basis by the school Negotiating Group, any revisions which are deemed necessary will be subject to the same level of joint agreement outlined in (iii) and (iv) and reported to LNCT.*

Any initial and further revisions to the 35-hour week, to take effect after the beginning of the next academic year, must be subject to discussion and agreement between the headteacher and the relevant teaching staff. **'Relevant teaching staff' includes all teachers who are affected by the proposals.**

If any school wishes to increase the working week beyond 35 hours per week (maximum 22.5 hours per week contact time) discussions will have to take place during the Summer Term 2014. If these discussions are initiated, NASUWT school representatives/members must make the following clear, confirming this in writing:

- the NASUWT does not agree to any in-school variation to the 35 hour per week (maximum 22.5 hours per week contact time) limit;
- NASUWT members are participating in lawful industrial action to refuse to work any increase to the 35 hour per week (maximum 22.5 hours per week contact time) limit;
- any in-school agreement cannot supersede the NASUWT industrial action, which remains in force.

The NASUWT has produced a specimen letter which NASUWT school representatives and members can use for this purpose. This is shown in Annex 1 and is available to download from the NASUWT website at www.nasuwt.org.uk/IndustrialActionScotland. If any school attempts to apply Circular 14/43 and increase the 35-hour week, please inform the NASUWT Scotland Centre immediately.

If any school, despite opposition from the NASUWT, does adopt a Working Time Agreement which increases the 35-hour week (maximum 22.5 hours class contact time) NASUWT school representatives/members should make it clear that the NASUWT national action instructions will remain in force after 1 August 2014 and contact the NASUWT Scotland Centre for further guidance if this occurs.

NASUWT Action Instruction 3

Planning, Preparation and Correction Time

Members should refuse to teach their timetabled lessons if they do not have one third of their class contact time as timetabled planning, preparation and correction (PPC) time.

Part 2, Section 3 of the SNCT Handbook states that: *'An allowance of no less than one third of the teacher's actual class contact commitment is provided for preparation and correction.'* This will remain the case after 1 August 2014, irrespective of the SNCT Pay and Conditions Agreement 2013-15. However, if any school attempts to reduce PPC time to below one third of class contact time, please contact the NASUWT Scotland Centre for immediate assistance.

NASUWT Action Instruction 4

Administrative and Clerical Tasks

Members should refuse to undertake any administrative and clerical tasks as defined in Annex E of the Teachers' Agreement.

The SNCT Pay and Conditions Agreement 2013-15 states that a revised SNCT package arising from the McCormac recommendations will be implemented from 1 August 2014. One of the McCormac recommendations is to delete Annex E (Appendix 2.6) from the SNCT Handbook (the Teachers' Agreement to which this NASUWT action instruction refers).

The NASUWT believes that Appendix 2.6 of the SNCT Handbook gives crucial protection to teachers against being deployed to tasks which do not require their skills and abilities. This would increase workload at a time when workload has soared because of the Curriculum for Excellence (CfE) and qualifications reforms. Members should therefore continue to refuse to undertake the administrative and clerical tasks set out in Appendix 2.6 over.

PART 2: APPENDIX 2.6 – ADMINISTRATIVE AND OTHER NON-TEACHING TASKS

The list of tasks (see below) should not routinely be carried out by teachers. The list is illustrative and not exhaustive. These tasks would generally be carried out by support staff, thereby allowing the particular skills and experience of the teacher to be deployed most effectively.

‘Teachers have a contractual entitlement to a guaranteed planning, preparation and correction (PPC) time. This is not currently allocated and the school is therefore in breach of contractual provisions.

‘The NASUWT requests that this matter is rectified within 15 working days.

‘The failure of the school to provide the contractually required allocation of PPC time is undermining the ability of teachers to teach and is damaging standards of education provision across the school.

‘If the school fails to comply, then members who do not have their entitlement to PPC time will not be in a position to continue to teach any further timetabled lessons.’

- Supervision of pupils within the school grounds, in dining and/or recreation areas during school hours but outwith scheduled teacher class contact time.
- Administration of the school meals service, including collection of money and issue of tickets.
- Collection/collation of data for the school meals service.
- Documenting and maintaining pupil disciplinary records.
- Administrative elements of pupil welfare requirements, including support of guidance staff with routine documentation and information dispersal.
- Reception and telephonist duties.
- First aid and administration of medication.
- Administration and documentation relating to out-of-school visits/work experience/visiting groups etc.
- Copy typing/filing/photocopying.
- Administrative detail of register/absence procedures/issue of standard letters.
- Non-professional aspects of school reporting procedures, preparation of envelopes, transfer of information, photocopying, filing etc.
- Inputting of assessment data.
- Transmission of recorded data to external bodies.
- Organising and obtaining supply cover.
- Administrative aspects of resourcing, stocktaking, ordering, checking and invoice reconciliation.
- Property management.
- Repair and maintenance of IT and AV resources.
- Recording of educational broadcasts.
- Administration of after-school care.

If your school has not balloted to participate in NASUWT industrial action, or if you are unsure whether members are covered by the balloted national action, please contact the NASUWT Scotland Centre for further advice.

**All of this information, including the model letter in Annex 1,
is downloadable.**

GO TO

www.nasuwat.org.uk/IndustrialActionScotland

[Date]



Dear [Name of headteacher]

I am writing to advise you of the NASUWT's national industrial action instructions in the light of the Scottish Negotiating Committee for Teachers (SNCT) Pay and Conditions of Service Agreement 2013-15.

In 2011 the NASUWT implemented in schools pupil and parent-friendly industrial action to support high educational standards.

This action remains in force and will apply after 1 August 2014, when the provisions of the SNCT Pay and Conditions of Service Agreement 2013-15 come into force.

The following NASUWT industrial action instructions are currently in place in your school.

Cover

Members should not exceed the contractual 22.5 hours contact time to provide cover.

Working Time

Members should not exceed their contractual working time of 35 hours per week.

Planning, Preparation and Correction Time

Members should refuse to teach their timetabled lessons if they do not have one third of their class contact time as timetabled planning, preparation and correction (PPC) time.

Administrative and Clerical Tasks

Members should refuse to undertake any administrative and clerical tasks as defined in Annex E of the Teachers' Agreement.

The NASUWT strongly believes that teachers must enjoy working conditions which enable them to manage workload appropriately and focus on teaching and learning. Teachers are already facing excessive workload and the NASUWT believes that the SNCT changes will exacerbate this position. The NASUWT therefore strongly advises that schools should not take advantage of the SNCT Pay and Conditions Agreement 2013-15 to increase the teachers' working week beyond 35 hours (22.5 hours maximum class contact time).

In accordance with NASUWT industrial action instructions, NASUWT members in schools which do seek to increase hours, will not work any additional hours beyond 35 hours per week (22.5 hours maximum class contact time), including if schools try to implement in-school variations to increase working hours.

In order to ensure high standards of education, teachers should be focusing on tasks which require their skills and abilities. Teachers should continue to enjoy the protection of Appendix 2.6 of the SNCT Handbook.

NASUWT members will, therefore, continue to refuse to carry out the administrative and clerical duties as listed in Appendix 2.6.

I do hope that, in the interests of good employee relations and ensuring that teachers are able to enhance teaching and learning by standing up for standards, NASUWT members will not be directed to carry out any of these tasks.

Please don't hesitate to contact me if you wish to discuss this correspondence.

Yours sincerely

[Name of NASUWT school representative]

For more information:
Website: www.nasuwt.org.uk/IndustrialAction
Action Advice Line: 0121 457 6292 E-mail: action@mail.nasuwt.org.uk



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