

Part-time working

For advice and guidance on your rights and entitlements as a part-time worker, please contact the NEU office.

Salary deductions

If you do have time off unpaid your salary should be deducted at the rate of 1/365 **not** 1/195. Although we work 195 days we are paid throughout the year hence the lower rate of deduction at 1/365.

Some teachers have had problems with this in the past, which we have been able to resolve, so it is always worth checking.

Insurance

Your NEU membership will cover insurance for loss or damage to property at work, it also covers loss or damage to students' property, which may have been entrusted to the teacher.

If you need to make an insurance claim you should ring **020 7380 4785** as soon as the loss or damage happens.

Tax relief

Did you know you can claim tax relief on your NUT subscription: e-mail alex.kenny@neu.org.uk for a copy of a model letter to make a claim.

Salary Sacrifice

Tower Hamlets local authority operates a salary sacrifice scheme whereby you can claim a tax rebate on your childcare costs.

For more details call Caroline Pullinger on 020 7364 4405.

Free eye tests

Thanks to the NEU teachers are now in the scheme, which provides free eye tests for council employees who use computers for large parts of their work.

Your school should have a copy of the application form and relevant materials.

Dates for local meetings 2021/22

- Monday 20th September
- Monday 18th October
- Monday 22nd November
- Monday 24th January
- Monday 21st February
- Monday 21st March
- Monday 25th April
- Monday 23rd May
- Monday 20th June

Meetings are currently held online via Zoom

Meetings start at 5:30pm

All members are welcome to attend.

NEU Membership

- **The NEU is the largest education union**
- **Teachers and support staff are able to join the NEU**
- **We have over 2,700 members in Tower Hamlets & City schools**
- **We are the largest union in every Tower Hamlets school**
- **We have a Rep in most schools**
- **Last year we recruited over 80% of NQTs**
- **We now represent well over 70% of classroom teachers in Tower Hamlets**

Tower Hamlets & City NEU



District Secretary

Alex Kenny

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Senior Caseworker

Abdul Choudhury

Email: abdul.choudhury@neu.org.uk

NEU advice line

0345 811 8111

adviceline@neu.org.uk

Join the NEU:

www.neu.org.uk/join

Membership updates:

membership@neu.org.uk

Local website:

www.eastlondonneu.org

A handy guide to some things you might want to know about your pay and conditions

In this leaflet you will find a summary of some issues we often get asked about pay and conditions of service.

We can't go into every detail here and for more information you should contact us.

Teachers Pay

Your school sets your pay within guidelines set every year by the School Teachers Review Body (STRB). In Tower Hamlets we are paid on the Inner London Pay Scale.

For most schools there is a six-point Main Pay Range (M1-M6) and a three-point Upper Pay Range (U1 –U3).

New teachers start on M1 and should go up a point each September if they have a successful performance review.

After 1 year on M6 you can apply to cross the Threshold. If successful you move on to U1 (*note: you can now apply to move onto U1 before reaching M6*).

After 1 year on U1 your head can move you to U2 after a successful Performance Management Review. After another year you are eligible to move to U3, the top of the scale.

You should receive a salary statement each September and should be informed of any decisions about your pay before October 31st.

Teachers Pension Scheme

All teachers, full time and part-time, are automatically placed in the Teachers Pension Scheme.

This is a “defined benefits” scheme in which your pension is based on your average salary and length of service. ***The Teachers Pension Scheme is a very good one and the NEU strongly advises members to stay in it, no matter how long you plan to teach.***

Sick leave

Teachers are entitled to a certain number of days paid sick leave each year. These are

1st year of teaching

25 days full pay and 25 days half pay

2nd Year of teaching

50 days full pay and 50 days half pay

3rd year of teaching

75 days full pay and 75 days half pay

4th year of teaching and after

100 days full pay and 100 days half pay.

You can “self-certify” absences up to 8 days. If your absence is longer than 8 days you must get a doctor's certificate.

Resignation dates

There are three dates on which teachers can hand in their notice during the course of the year:

- **February 28th**

to leave at the end of Spring Term

- **May 31st**

to leave at end of Summer term

- **October 31st**

to leave at the end of Autumn Term

If you want to resign at any other time you would have to negotiate this with your headteacher. We can often help with this.

Maternity leave

Teachers are entitled to maternity leave of 1 year. Some of this is paid, and some unpaid.

As a result of campaigning by the NEU, the maternity scheme in Tower Hamlets is one of the best in London. If you have worked in local government (includes teaching) for more than 1 year (including 26 weeks in Tower Hamlets) you benefit from the full scheme:

- *4 weeks full pay*
- *6 weeks 90% pay*
- *20 weeks half pay plus SMP (£151.97)*
- *9 weeks SMP (£151.97)*
- *up to 13 weeks unpaid*

Adoption Leave

Adoption Leave is the same as maternity leave

Paternity leave

New fathers are entitled to 2 weeks paternity leave on full pay.

Directed Time

Teachers are contracted to be “available for work” 195 days a year – 190 school days plus 5 INSET days. “Available for work” means just that - you **do not** have to be in school; you can be on a course, a trip or working at home!

Directed Time describes all the hours where you are “directed” by the head.

This includes the school day, break times, after school meetings, parents meetings and so on. Your school should produce a calendar of 1265 hours “directed time” showing how this time is allocated.

Teachers cannot be directed to work during their lunch-time, weekends or holidays.

PPA time

All teachers should have 10% of their weekly timetable allocated as PPA time. This should be in blocks of at least 30 minutes and it is up to the teacher how to use it.

Cover

Current policy means that teachers are not required to cover for absent colleagues unless there is an absolute emergency or they are specifically employed to do so. Your school should have an agreed cover policy that reflects this.

Leave of absence

There are a number of reasons for which your head can grant you paid time off work: these include, moving house, religious observance, jury service, international sporting events, death or illness in the family, marriages.

These are best checked with the NEU office if you are not sure about anything.

For other reasons your head may decide to grant you time off but unpaid. You should always be clear whether any time off is paid or unpaid.