

# Tower Hamlets & City NEU

## Briefing for NEU Reps

### Subject: Checklist for beginning of autumn term



The purpose of this briefing is to remind NEU Reps of some important tasks at the beginning of the school year.

#### 1. Recruiting new members

- NUT Reps play an important role in recruiting NQTs to the NEU – please talk to any NQTs, or trainee teachers, in your school and ask them to join us by calling 0345 811 8111 or online at [www.neu.org.uk/join](http://www.neu.org.uk/join)
- Tell NQTs that the NEU represents over 75% of classroom teachers in Tower Hamlets and that we are the largest union in every school – last year we recruited almost 90% of NQTs.
- **NEU membership for NQTs is £1 for the first 4 terms – trainee teachers join FREE.**
- Any new staff who are already members of the Union should update their details by calling 0345 811 8111 or by e-mail to [membership@neu.org.uk](mailto:membership@neu.org.uk)

#### 2. Checklist on teachers' Working Time and Duties

- **PPA time**  
All teachers are still entitled to PPA time of 10% - allocated in blocks of at least 30 minutes.
- **Calendar of meetings**  
Your school should have published a calendar of meetings, INSET day, reports, open evening,, parents meetings etc. This should not be altered without good reason and any changes should be subject to consultation.  
*NUT policy is that Directed Time meetings after school should only take place on one evening per week.*
- **Directed Time**  
Your school should provide a breakdown showing how teachers' contractual 1265 hours are allocated. Directed Time includes teaching time, registration, assemblies, break-time (not lunch-time), meetings, briefings, open evenings, parents meetings and any other activities directed by the headteacher. Schools do not have to account for all 1265 hours but can leave some as "contingency" to allow for things such as report writing and moderation. Part-time teachers should have a pro-rata allocation of 1265 hours, which reflects their part-time contract.
- **Rarely Cover**  
The protection that teachers should only cover for an absent colleague in an emergency is still in place.

For further guidance on these, and other issues, please visit the NEU website [www.neu.org.uk/campaigns](http://www.neu.org.uk/campaigns)

#### 3. Pay policy and decisions on pay progression

- Decisions on pay progression are based on annual appraisal outcomes. These decisions must be made and communicated to teachers no later than October 31<sup>st</sup>; any increments will be backdated to September. **Please check that your school has arrangements in place to meet this requirement and that this is made clear to staff.**
- Please look out for the NEU advice on how to deal with situations where members are not awarded pay progression. The NEU will be offering training for Reps on this.

#### 4. Support from your local officers

- As ever, we have officers and committee members from the local association who are ready to support and advise you in your role as NEU Rep
- If you need us just e-mail [alex.kenny@neu.org.uk](mailto:alex.kenny@neu.org.uk)