



SUFFOLK DIVISION NUT

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IMPORTANT INFORMATION AND ADVICE

Please retain for future reference

If you teach in an LA school you are governed by the 'Burgundy Book' and STPCD 2011 (School Teachers Pay and Conditions Document 2011), sometimes called 'Blue Book'.

If you teach in an academy, free school or independent school then some or all of these may apply BUT it depends on the school which if any of the clauses apply. There should be a copy of STPCD 2011 in your school which you are entitled to see. You can also download a copy from the Internet but it is a very large file—200 pages.

Based on experience the following areas are the ones of most concern to you. I have therefore included the relevant paragraphs from STPCD 2011 as references and quoted the most important paragraph.

COVER—Paragraphs 47-90 on pages 182-188. Especially paragraphs 50 and 51 which state: 'In accordance with the provisions set out in the Document, teachers may cover only rarely, in circumstances which are not foreseeable. 'Foreseeable circumstances' for the school include events that are foreseeable on the basis of historic experience; events that are foreseeable

in the normal local experience; and events that may be expected as part of the evolving pattern of provision.'

PPA—Paragraphs 96-109, pages 189-191 and especially paragraphs 98 and 100 which state:

'The amount of guaranteed PPA time should be set as at least 10% of a teacher's timetabled teaching time. Only teaching time within a teacher's 1265 contracted hours counts for these purposes, not other forms of pupil contact. Guaranteed PPA time must be used for planning, preparation and assessment—these duties are contained in the relevant paragraphs of the document. The time must not be encroached upon, including by any obligation to cover for absent colleagues. It is for the teacher to determine the particular PPA priorities for each block of guaranteed PPA time.'

DIRECTED TIME—Paragraph 62, page 108-110. 'A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year.'

PART-TIME—Paragraphs 195-204, pages 169-171 especially paragraphs 198 and 200: 'Part-time teachers will have 'directed time' at this percentage of 1265 hours; that being the amount that applies to a full-time teacher in any school year. Part-time teachers must therefore be available to perform such duties specified by the Head for their part-time percentage of 1265 hours ('directed time') in any school year allocated reasonably on the

days and sessions normally worked. Part time teachers cannot be required to work or attend non pupil days, or parts of days, on days they do not normally work. It should, however, be open to a teacher to attend non pupil days or work on other days by mutual agreement with the head teacher.'

THRESHOLD/UPS—Paragraphs 56-93, page 138-147 especially paragraph 75 '...it is the teacher's responsibility to submit the performance management reviews that cover the two year relevant period in support of their application. These should be as recent as possible and clearly demonstrate that the teacher has worked at the level indicated by the post-threshold standards for a sustained period covering the relevant period before the application is submitted.' Progression on the upper pay scale should be based on two successful consecutive performance management reviews, other than under exceptional circumstances (page 140).

WORK-LIFE BALANCE—Paragraphs 23-30, page 176-178 especially paragraph 26: 'Employers have a duty to employees at common law and a legal duty under health and safety legislation, including the Health and Safety at Work Act 1974 and related legislation and the Working Time Regulations 1998....Head teachers must have regard to the desirability of all teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work.'

THE BURGUNDY BOOK—resignation dates— October 31, February 28 and May 31 to enable staff to leave December 31, April 30 and August 31. Resignation to be in writing.

-Sick leave and pay— during the first year of service full pay for 25 working days, half pay for 50 working days. During the second year of service full pay for 50 working days, half pay for 50 working days. During the third year of service full pay for 75 working days, half pay for 75 working days. During fourth and subsequent years full pay for 100 working days, half pay for 100 working days.

MATERNITY—This is very detailed and best to find 'Maternity Matters' on www.teachers.org.uk and to check specific details with Eastern Region Office.

CLASSROOM OBSERVATION—Detailed information on www.teachers.org.uk Union guidelines are that no Ofsted grades should be given, there should be maximum of three hours observation in total for all purposes, including drop-ins, learning walks and performance management. Observations should only be carried out by qualified teachers.

If you have specific questions not answered by the above or need representation or further advice then contact your nearest caseworker giving your name, school and membership number. Caseworkers also teach and have families so if you could try and phone between 8 am and 8 pm weekdays that would be appreciated. It is best if you also email the key points/concerns/questions and they will endeavour to respond within 24 hours. You can also find helpful advice and guidance on www.suffolknut.org.uk and www.teachers.org.uk Good information and materials on academies and free schools can be found on www.antiacademies.org.uk

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