

ACTION SHORT OF STRIKE ACTION

MEMBER FAQ & PRACTICAL GUIDE

COMMENCING 00:01 ON 28 SEPTEMBER 2026

CLEAR INFORMATION. REAL SUPPORT. A STRONGER PROFESSION.



ABOUT GUIDE



THIS

This guide provides clear, practical answers to the key questions teachers have about the NITC ASOSA instructions.

It helps you understand what the instructions mean in practice and where to get further advice from your recognised trade union.

SAFEGUARDING COMES FIRST

The wellbeing and safety of children and young people must always be our highest priority. Genuine safeguarding and child-protection responsibilities remain unaffected.



OFFICIAL

Based on the agreed NITC ASOSA instructions and official guidance.



PRACTICAL

Straightforward answers to the questions that matter.



MEMBER-FOCUSED

Produced for teachers, with real concerns in mind.

Teachers acting together make the difference.

ACTION 1a–1c

Policies, initiatives & TransformED

OFFICIAL ASOSA INSTRUCTION — VERBATIM

1a. Members are instructed not to agree any policy until the impact it will have on members' workload has been assessed, the recognised trade union representative has agreed it, and the time taken to complete this work has been included in members' Directed Time budgets

1b. Members are instructed not to implement any existing or new policies, initiatives or working practices including any initiatives relating to TransformED, which have not been the subject of consultation and agreement with the recognised trade unions. Members are instructed to refuse to implement any new initiative that:

Has not been subject to a workload impact assessment;

Has not been supported by sufficient Directed Time Budget, clearly allocated in a teachers' Directed Time budget.

1c. Members are further instructed not to create or update non-statutory policies as part of any such initiative or working practice unless the workload has been assessed, agreed with the recognised trade unions and sufficient time has been provided. Statutory, safeguarding and child-protection requirements remain unaffected.

IN SIMPLE TERMS

Do not agree or implement policies/initiatives outside the workload-assessment, union-agreement and Directed Time safeguards. TransformED is expressly included.

Can a school introduce a new policy during ASOSA?

Only if the workload impact has been assessed, the recognised trade union representative has agreed it, and the time is included in members' Directed Time budgets.

Does this apply to existing policies and working practices too?

Yes. 1b expressly covers existing as well as new policies, initiatives and working practices where consultation and agreement with recognised trade unions has not occurred.

Does ASOSA mean we are refusing to participate in TransformED?

No. The ASOSA instruction does not impose a blanket ban on TransformED.

- The action is about protecting members from additional or unagreed workload arising from TransformED and its implementation.
- Members should not be required to implement new policies, initiatives or working practices arising from TransformED unless they have been properly consulted on and agreed with the recognised trade unions.
- Where a new initiative creates additional workload, its impact on workload must be assessed and sufficient time must be clearly allocated within the member's individual Directed Time Budget to undertake the work.
- TransformED itself is not being refused. Unagreed or inadequately resourced additional workload arising from it is.

Can I attend training about a new initiative?

The instruction does not create a blanket ban on training. But PPA cannot be used for training under 2b, and implementation of the initiative remains subject to 1a–1c. Check your DTB and seek advice if the proposed training conflicts with another instruction.

If I attend training, does that mean I must implement the initiative afterwards?

No automatic consequence is stated. Implementation remains subject to the workload assessment, union agreement and Directed Time requirements in 1a–1c.

ACTION 1a–1c

Policies, Initiatives & TransformED Continued:

What if management says the initiative is statutory?

Ask for the statutory basis. 1c expressly preserves statutory, safeguarding and child-protection requirements. If the position remains disputed, use instruction 39 and seek union advice before acting.

Can a School Development Day be used for agreed initiative work?

Potentially, where the work is consistent with the published instructions and properly allocated. The final instruction does not itself give a blanket answer for every training-day scenario; check the specific activity against 1a–1c, 2b and your DTB.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.
School Representatives must not negotiate local variations.

ACTION 1a–1c



Policies, initiatives & TransformED

THE KEY MESSAGE

Do not agree or implement policies, initiatives or working practices (including those related to TransformED) unless three safeguards are in place:



WORKLOAD IMPACT ASSESSED

The impact on members' workload has been assessed.



UNION AGREED

The recognised trade union representative has agreed it.



TIME PROVIDED

The time is included in members' Directed Time budgets.



DO NOT AGREE
any policy without the three safeguards.



DO NOT IMPLEMENT
existing or new policies, initiatives or working practices without the safeguards.



DO NOT CREATE OR UPDATE
non-statutory policies as part of such initiatives without the safeguards.



STATUTORY, SAFEGUARDING AND CHILD-PROTECTION REQUIREMENTS
remain unaffected.



- ✓ TransformED is included.
- ✓ The action is not a blanket ban on TransformED.
- ✓ You should not be required to implement new TransformED-related work without the three safeguards.
- ✓ Unagreed or inadequately resourced additional workload arising from TransformED is not to be undertaken.



IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

- 1 Check the instruction.
- 2 Speak to your NASUWT School Representative.
- 3 If still uncertain, seek NASUWT advice before undertaking the activity.

ACTION 2a–2b

Directed Time & protected PPA

OFFICIAL ASOSA INSTRUCTION — VERBATIM

2a. Members are instructed not to undertake any task that has not been specifically included within their individual Directed Time budget.

2b. Members are instructed to refuse any direction to undertake meetings, supervision, cover, training or other administrative duties during protected Planning, Preparation and Assessment (PPA) time. PPA time shall be used solely for professional planning, preparation and assessment activities.

IN SIMPLE TERMS

If the task is not specifically in your individual DTB, do not undertake it.
Protected PPA is only for planning, preparation and assessment.

What makes a DTB compliant for the purpose of Action 2a?

For this action, the critical requirement is that the task must be specifically included within the individual member's DTB.

What if I have not been provided with an individual Directed Time Budget?

Continue your normal timetabled teaching and legitimate established pupil-supervision duties. Where you already have an established morning, break-time or end-of-day pupil-supervision duty, continue that duty where it forms part of your normal contractual duties. Teachers cannot be directed to undertake pupil supervision during the pupils' midday/lunch break. Genuine safeguarding and child-protection emergencies remain unaffected. If you have not been provided with an individual Directed Time Budget, you should not undertake other directed activities unless and until they are specifically identified within a DTB provided to you by your employer.

Do not attempt to create or reconstruct your own Directed Time Budget, and do not accept additional activities on the basis that there may be unused time somewhere within the 1265-hour limit.

It is the employer's responsibility to provide your individual Directed Time Budget. The absence of that budget does not give the employer a blank cheque over your time.

If my DTB just says “Head of Department/Coordinator duties”, “management duties” or “directed time”, is that specific enough?

The instruction requires the task to be “specifically included”. A generic entry on a DTB does not meet that test; seek NASUWT advice before undertaking a disputed activity.

If a task is on the school calendar but not specifically in my DTB, must I do it?

Action 2a says members are not to undertake a task that has not been specifically included within their individual DTB, so the answer is no.

What if there is not enough time allocated to complete a task?

Members should undertake the specific task only for the Directed Time allocated to it. Once the allocated time has been used, the member should stop undertaking that task, even if it has not been completed. Members should not use their own time, PPA or time allocated to another activity to complete it.

If a task has not been specifically identified in the member's individual Directed Time Budget, it should not be undertaken at all in accordance with Action 2a.

ACTION 2a–2b

Directed Time & protected PPA Continued:

Can management add tasks later by email or calendar?

No. TNC 2024/2 requires directed duties and the time allocated to them to be accounted for within the teacher's individual Directed Time Budget. Where management seeks to vary directed-time arrangements after the start of the school year, the joint TNC guidance states that this should only be done "with consultation and **agreement of the individual teacher.**"

Can PPA be used for meetings, supervision, cover, training or administration?

No. Action 2b expressly instructs members to refuse those directions during protected PPA.

What is PPA for?

Solely professional planning, preparation and assessment of your teaching and learning activities.

ACTION
2a-2b

DIRECTED TIME
& PROTECTED
PPA

Plan, Prepare, Teach

DO NOT UNDERTAKE
TASKS NOT IN YOUR DTB

If a task is not specifically included in your individual Directed Time Budget (DTB), do not undertake it.


NOT IN YOUR DTB

→


DO NOT UNDERTAKE

PROTECTED PPA
IS FOR PLANNING

PPA must be used solely for:


PLANNING


PREPARATION


ASSESSMENT

Do not undertake meetings, supervision, cover, training or other administrative duties during protected PPA.

IF YOU'RE ASKED...

-  Check the official instruction.
-  Speak to your NASUWT School Representative.
-  If still uncertain, seek NASUWT advice before undertaking the activity.

SCHOOL REPRESENTATIVES
MUST NOT NEGOTIATE
LOCAL VARIATIONS.

 **SPECIFICALLY**
IN YOUR DTB

 **NO GENERIC**
ENTRIES

 **CALENDAR ALONE**
IS NOT ENOUGH

 **NO MEETINGS,**
SUPERVISION,
COVER OR TRAINING
IN PPA

 **PPA IS FOR**
PLANNING,
PREPARATION &
ASSESSMENT ONLY

ACTION 2a–2b

Directed Time & protected PPA — Continued:

My timetable calls periods “free” or left blank and does not identify PPA. What do I do?

Where non-contact periods have been left blank or described simply as “free”, the Principal has not directed the teacher to undertake another specific activity during those periods. The periods necessary to provide the teacher’s 10% PPA entitlement should therefore be treated as the teacher’s protected PPA time.

Under ASOSA instruction 2b, members must refuse meetings, supervision, cover, training or administrative tasks during that protected PPA time. PPA is solely for professional planning, preparation and assessment.

Any remaining blank or “free” periods have no other directed activities assigned to them. Members should not accept additional tasks that are retrospectively allocated to these periods and should use their professional judgement to determine how this time is best utilised.

Can protected PPA be used for cover?

No. 2b expressly includes cover among the activities to refuse during protected PPA.

Can SEN paperwork or parental calls be put into PPA?

NO, only genuine planning, preparation and assessment belongs in PPA under 2b. Where the status of a particular task is disputed, seek advice under 39.

What about part-time teachers?

The same ASOSA instructions apply to part-time teachers. Their teaching commitment, Directed Time Budget and associated allocations are calculated on a pro-rata basis according to their contractual working pattern.

The school must therefore have provided the part-time teacher with an individual, pro-rata Directed Time Budget. The same protections apply to that budget and to the activities specifically identified within it.

1

CHECK THE TASK

Is it specifically included in your individual DTB?

2

PROTECT PPA

Planning • Preparation • Assessment

3

IF UNSURE

Check the instruction and seek NASUWT advice before undertaking the activity.

IF YOU’RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 3

Clerical, administrative & technical IT work

OFFICIAL ASOSA INSTRUCTION — VERBATIM

3. Members are instructed to refuse routine clerical or administrative duties, including duplication of tasks, that are not properly attributable to the professional role of a qualified teacher. This includes technical IT or infrastructure tasks that would ordinarily be undertaken by C2k, an IT technician, telecommunications provider, contractor, infrastructure specialist or other appropriately trained person, rather than by a qualified teacher.

IN SIMPLE TERMS

Routine clerical/admin work that is not properly part of a qualified teacher's professional role is refused. Technical IT and infrastructure work normally done by C2k, technicians, providers, contractors or other trained specialists is also refused.

What administrative work should teachers refuse?

- Routine clerical or administrative duties, including duplication, that are not properly attributable to the professional role of a qualified teacher.
- Collecting money
- Chasing/investigating pupil absences
- Bulk photocopying
- Copy typing
- Producing standard letters
- Producing class lists
- Record keeping and filing
- Putting up and taking down displays
- Producing attendance analyses
- Processing examination results
- Collating pupil reports
- Administration of work experience
- Administration of examinations
- Administration of cover
- ICT troubleshooting and commissioning
- Ordering supplies and equipment
- Stocktaking
- Cataloguing, issuing and maintaining supplies and equipment
- Taking or producing formal minutes
- Coordinating and submitting bids
- Seeking or giving personnel advice
- Managing pupil data
- Inputting pupil data after the initial entry

This list is **illustrative rather than exhaustive**: the underlying test is whether the task requires the **professional skills and judgement of a teacher**

Clerical, administrative & technical IT work ----- Continued:

Does this include technical IT work?

Yes, where the work would ordinarily be undertaken by C2k, an IT technician, telecommunications provider, contractor, infrastructure specialist or another appropriately trained person.

Can I still report an IT fault?

Yes. Action 3 prevents teachers being used as technical staff; it does not require members to ignore faults. Reporting a fault is distinct from diagnosing, repairing, installing or configuring infrastructure.

What if I hold an ICT responsibility/TLR?

Action 3 does not define every ICT-responsibility job description. Check the specifically identified duties and sufficient Directed Time under Action 24 as well as Action 3.

What counts as unacceptable duplication?

Action 3 expressly includes duplication of clerical/administrative tasks. If management disputes whether two requirements are duplicates, refer the specific example for trade union advice.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.



**ROUTINE
ADMINISTRATIVE
TASKS**
ARE NOT PART OF
A TEACHER'S ROLE



**ROUTINE
CLERICAL / IT TASKS**
ARE NOT PART OF
A TEACHER'S ROLE



**ROUTINE
ORGANISATIONAL
TASKS**
ARE NOT PART OF
A TEACHER'S ROLE



I AM A TEACHER
NOT CLERICAL OR ADMINISTRATIVE STAFF

ACTION 4

Maximum teaching hours

OFFICIAL ASOSA INSTRUCTION — VERBATIM

4. Members are instructed not to exceed their maximum teaching hours inclusive of cover (25 hours per week in primary & special and 23.5 hours in post-primary; pro-rata if part-time).

IN SIMPLE TERMS

Your total teaching time, including any form class or cover you undertake, must not exceed in any given week, it is not an average over two or more weeks:

Primary & Special: 25 hours per week

Post-primary: 23.5 hours per week

Part-time teachers: the appropriate pro-rata maximum

Cover counts towards the maximum — it is not additional teaching time on top of it.

Does cover count towards that maximum?

Yes. Action 4 expressly says the maximum is inclusive of cover.

What about a part-time member?

The stated maximum is pro rata. Where the precise figure is disputed, have the calculation checked.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 4 MAXIMUM TEACHING HOURS	COVER COUNTS Any cover you undertake counts towards your maximum teaching hours – it is not additional time.	PRIMARY  25 HOURS PER WEEK Including any cover you undertake	SPECIAL  25 HOURS PER WEEK Including any cover you undertake	POST-PRIMARY  23.5 HOURS PER WEEK Including any cover you undertake	 PART-TIME TEACHERS The maximum teaching hours are pro-rata according to your contractual working pattern.
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PROTECTING TEACHERS' WORKLOAD | SUPPORTING QUALITY EDUCATION

ACTION 5

Directed Time outside pupil sessions

OFFICIAL ASOSA INSTRUCTION — VERBATIM

5. Members are instructed to complete all other Directed Time activities outside pupil session times at a time and place of their choosing, with the exception of one event per term and the non-teaching days.

IN SIMPLE TERMS

Outside pupil session times, **you choose** when and where you complete your other Directed Time activities. The stated exceptions are one event per term and the non-teaching days.

Can I complete Directed Time activities outside pupil sessions away from school?

Yes. Action 5 says all other Directed Time activities outside pupil session times are to be completed at a time and place of the member's choosing, subject to the stated exceptions of one event per term and the non-teaching days.

Are there any other exceptions?

No. the exception is strictly limited to one event per term and the non-teaching days.

What if pupils finish early to provide time for a Directed Time activity?

Where pupils finish early specifically to provide time for an identified Directed Time activity, members should undertake that activity during the time provided.

This applies whether it is an existing arrangement or the school reorganises the pupil day during ASOSA — for example, to accommodate a parent-teacher meeting.

The time provided is for the identified activity only. It cannot be used to introduce additional or different activities.

ASOSA does not prevent schools from providing time within the pupil day for Directed Time activities — that is exactly what should happen.

What about trapped time before an evening event?

If there is a gap between the end of your pupil session and an evening event, **you cannot be required to remain on the school premises simply because the event takes place later that evening.** You may leave and return for the event where it is one of the permitted events under the ASOSA instructions.

What about after-school detention duty?

Members should not undertake after-school detention duty outside pupil session times.

Action 5 requires members to complete all other Directed Time activities outside pupil session times at a time and place of their choosing, subject only to the stated exceptions of one event per term and the non-teaching days.

The fact that an after-school detention duty may already appear in an individual Directed Time Budget does not override Action 5.

Important distinction: This answer concerns after-school detention outside pupil session times.

Detention taking place during pupil session times is not prohibited by Action 5 simply because it is detention; the other applicable ASOSA instructions, including the DTB requirements, would apply.

ACTION 6

Unremunerated duties & responsibilities

OFFICIAL ASOSA INSTRUCTION — VERBATIM

6. Members are instructed to refuse to be directed to undertake any existing or new unremunerated duties or responsibilities which are not required of all classroom teachers.

IN SIMPLE TERMS

If a duty or responsibility is not required of every classroom teacher, you cannot be directed to take it on without remuneration. This applies to existing duties as well as new ones.

Can I be directed to take on an extra unpaid responsibility?

No. If it is an existing or new unremunerated duty or responsibility that is not required of all classroom teachers, Action 6 instructs you to refuse the direction.

What if I have always done it voluntarily?

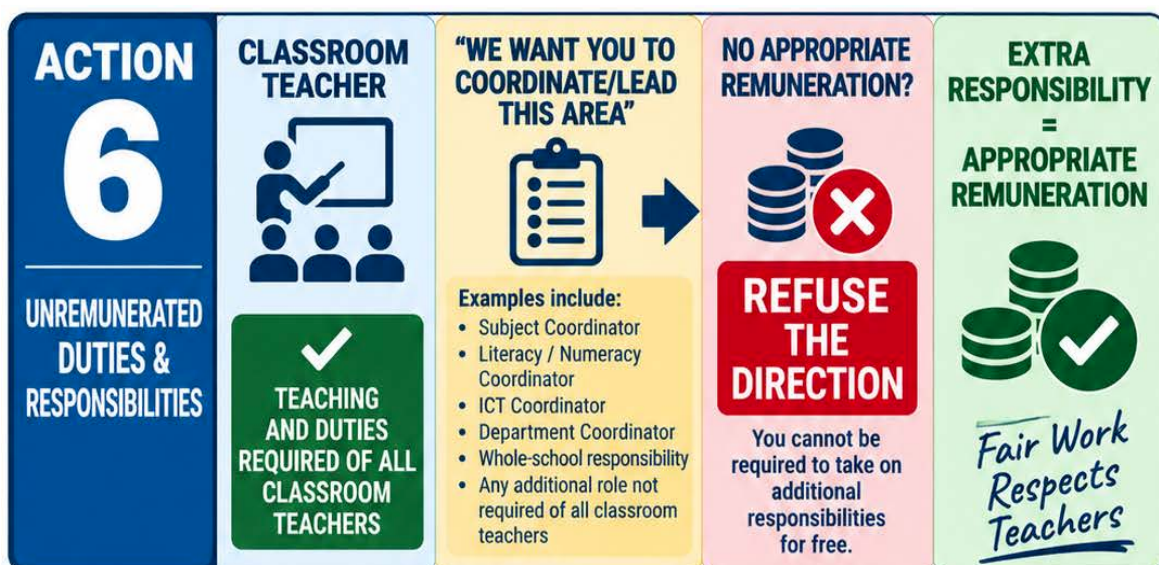
Action 6 prevents you being directed to undertake the duty. If you choose to continue undertaking something voluntarily, it remains your choice and must not be treated as a directed responsibility. It is your choice whether you take on this **unpaid work on behalf of your employer**.

What if management says the task is part of my role?

If the duty is not required of all classroom teachers and you are not remunerated for it, Action 6 instructs you to refuse the direction.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.
School Representatives must not negotiate local variations.



ACTION 7

Statutory SEN Documentation

OFFICIAL ASOSA INSTRUCTION — VERBATIM

7. Members are instructed to complete statutory Special Educational Needs (SEN) documentation only where sufficient Directed Time has been specifically allocated, and training has been provided. Members are instructed not to duplicate SEN documentation, or maintain duplicate evidence files.

IN SIMPLE TERMS

You continue to complete statutory SEN documentation only where:

- sufficient Directed Time has been specifically allocated for the work; and
- you have been provided with the necessary training.

If either of these conditions has not been met, you do not undertake the documentation. You must not duplicate SEN documentation or maintain duplicate evidence files.

Do members stop statutory SEN documentation?

No. It is completed only where sufficient Directed Time has been specifically allocated and training has been provided.

Can duplicate SEN evidence files be required?

No. You are instructed not to duplicate SEN documentation or maintain duplicate evidence files.

What about PLPs, IEPs and other SEN documentation?

PLPs are not currently a statutory requirement. If your school already uses an IEP or other existing SEN documentation, you should not be required to move to a PLP during ASOSA.

The responsibility for ensuring that statutory SEN requirements are met rests with the school/employer — not the individual teacher. It is therefore the employer's responsibility to provide the time necessary for members to undertake this work.

Whether your school uses PLPs, IEPs or other SEN documentation, members should complete statutory SEN documentation only where sufficient Directed Time has been specifically allocated and the necessary training has been provided.

Do not duplicate SEN documentation or maintain duplicate evidence files.

Can SEN documentation be completed in PPA?

No. Action 2b protects PPA solely for professional planning, preparation and assessment. The sufficient Directed Time required by Action 7 for statutory SEN documentation must therefore be specifically allocated outside protected PPA time.

What if there is a safeguarding issue within an SEN case?

Safeguarding and child-protection requirements remain unaffected; in a genuine emergency, the welfare of the child remains the priority.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 8

Meetings & parental engagement outside the pupil day

OFFICIAL ASOSA INSTRUCTION — VERBATIM

8. Members are instructed only to attend one formal school meeting or parental engagement event of no more than one-hour duration per term outside the school's normal pupil teaching day (see point 5), providing an agenda is published 48 hours in advance.

IN SIMPLE TERMS

Outside your normal pupil teaching day, you attend only one of the following per term:

one formal school meeting; OR one parental-engagement event.

That event must be no longer than one hour, and an agenda must be published at least 48 hours in advance. **This is one event in total per term — not one of each.**

How many meetings or parental-engagement events outside the normal pupil teaching day?

One formal school meeting OR parental-engagement event per term, no more than one hour, with an agenda published 48 hours in advance.

Is that one staff meeting plus one parents' evening?

The wording says "one formal school meeting or parental engagement event", so the published instruction provides one event in total under Action 8.

Does an open night, information evening or prize night count?

If attendance involves a formal school or parental-engagement event outside the normal pupil teaching day, it counts as the one permitted event for that term.

What if the agenda is late?

If the event is a meeting and the agenda has not been published at least 48 hours in advance, the condition for attendance has not been met and members should not attend.

Do events before 28 September count for the term?

No. The ASOSA instruction does not commence until 28 September 2026. An event attended before the industrial action commenced was not attended under Action 8 and therefore does not use the one event permitted by Action 8.

What about existing twilight arrangements?

Where an existing twilight arrangement has already been agreed as an alternative arrangement for school/staff development time, members should undertake only activities that are appropriate to that development time and consistent with Department of Education guidance.

Can a new twilight arrangement be introduced during ASOSA?

No. Members and School Representatives should not agree to new twilight arrangements during ASOSA.

ACTION 9

Meetings during the pupil teaching day

OFFICIAL ASOSA INSTRUCTION — VERBATIM

9. Members are instructed to attend meetings during the normal pupil teaching day only where:
The meeting has been specifically identified within the Directed Time budget;
A written agenda has been issued at least 48 hours beforehand,
Appropriate cover has been provided where necessary, and time to produce the work for this cover session has been provided.
The meeting does not exceed one hour.

IN SIMPLE TERMS

You attend a meeting during your normal pupil teaching day only if ALL four conditions are met:

1. The meeting is specifically identified in your individual Directed Time Budget.
2. You receive a written agenda at least 48 hours beforehand.
3. If the meeting takes you away from teaching, appropriate cover is provided AND you are given time to prepare the work for the covered class.
4. The meeting lasts no more than one hour.

If any one of these conditions is not met, you do not attend the meeting.

Can meetings take place during the pupil teaching day?

Yes, but only where all four conditions in Action 9 are met: specifically identified in the DTB; written agenda 48 hours beforehand; appropriate cover and time to prepare cover work where necessary; and no more than one hour.

Can a meeting be put into PPA?

No. Action 2b separately protects PPA from meetings.

What if cover is provided but no time is provided to prepare cover work?

Do not attend the meeting. Where cover work is required, Action 9 requires both appropriate cover and time to prepare the work for that cover session.

What if the meeting exceeds one hour?

Action 9 requires the meeting not to exceed one hour, if it does excuse yourself professionally and leave the meeting.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 10

Employer consultations, surveys & working groups

OFFICIAL ASOSA INSTRUCTION — VERBATIM

10. Members are instructed not to participate in employer consultation exercises, surveys, working groups or consultation forums unless participation has been agreed by their recognised trade union.

IN SIMPLE TERMS

Do not participate in any employer:

- consultation exercise
- survey
- working group
- consultation forum

unless your recognised trade union has agreed that members should participate.

An employer asking you to participate, or providing Directed Time for it, does not amount to trade union agreement.

Can I take part in an employer survey or consultation?

Only where participation has been agreed by the recognised trade union.

Does this include working groups and consultation forums?

Yes. Both are expressly listed.

What about a questionnaire on a Staff Development Day?

If it is an employer consultation exercise or survey, Action 10 still requires recognised Trade Union agreement. **The fact that time is available does not remove that condition.**

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.
School Representatives must not negotiate local variations.

ACTION 10

EMPLOYER CONSULTATIONS, SURVEYS & WORKING GROUPS

Stand together for a fairer workload

DO NOT PARTICIPATE 

You must not take part in any employer:


CONSULTATION EXERCISE


SURVEY


WORKING GROUP


CONSULTATION FORUM

unless participation has been agreed by your recognised trade union.

GET UNION AGREEMENT BEFORE YOU TAKE PART 


UNION

Participation is only permitted where your recognised trade union has agreed that members should participate.



An employer asking you to participate, or providing Directed Time for it, does not amount to trade union agreement.

IF YOU'RE ASKED...


 Check the official instruction


 Speak to your NASUWT School Representative


 If still uncertain, seek NASUWT advice before taking part.

SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.

OUR PROFESSION. OUR WORKLOAD. OUR UNION.

Stronger Together

NASUWT
The Teachers' Union

ACTION 11

Emails, calls & messaging

OFFICIAL ASOSA INSTRUCTION — VERBATIM

11. Members are instructed to refuse to respond to emails/telephone calls/online learning platform messages or any other form of messaging platform outside of Directed Time, or outside of time specifically identified within the Directed Time budget for this purpose. This includes acknowledging receipt of communications.

IN SIMPLE TERMS

You are not required to monitor or respond to work communications in your own time.

Do not respond to or acknowledge work-related:

- emails
- telephone calls
- online-learning platform messages
- messaging-platform messages

outside Directed Time, or outside time specifically identified in your individual Directed Time Budget for communications.

Even a quick “received”, “thanks” or acknowledgement counts as a response.

Do I answer work emails or calls outside Directed Time?

No, unless the time has been specifically identified within the DTB for that purpose.

Does acknowledging receipt count as responding?

Yes. Action 11 expressly includes acknowledging receipt.

What about online-learning or messaging platforms?

They are expressly included.

Can a parent message me in the evening?

The instruction regulates the member's response: do not respond outside Directed Time or specifically identified communication time, we have no control over parent's activities.

Can I use an automatic reply or turn off work notifications outside Directed Time?

Yes. These can be useful practical ways of supporting compliance with Action 11. The key requirement remains that members do not respond to, or acknowledge, work communications outside Directed Time or outside time specifically identified in the DTB for that purpose.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 12

Cover & temporary compositing

OFFICIAL ASOSA INSTRUCTION — VERBATIM

12. Members are instructed to refuse to undertake cover, including temporary compositing of classes, outside of the contractual requirements, or cover during times not specifically identified for the purposes of cover on the timetable.

IN SIMPLE TERMS

You provide cover only when BOTH conditions are met:

1. The cover is within your contractual requirements; **AND**
2. The period has been specifically identified for cover on your timetable.

A blank period, non-contact period or period simply described as “free” is not a period specifically identified for cover. The same rules apply where management proposes splitting or temporarily combining classes to deal with an absent teacher. Protected PPA must not be used for cover.

When can I provide cover?

Only where the cover is within your contractual requirements **AND** the period is specifically identified for cover on your timetable.

Can classes be split, combined or temporarily composited to cover an absent colleague?

No, not as a way of avoiding the cover instruction. Splitting, combining or temporarily compositing classes to deal with an absent teacher is cover and is subject to the same contractual and timetable requirements as any other cover.

Can cover be required in PPA?

No. Action 2b expressly protects PPA from cover.

My timetable only says “free period”. Can it be used for cover?

No. Action 12 requires the period to be specifically identified for the purpose of cover on the timetable. A blank or “free” period does not satisfy that requirement.

Does supervision have to be identified?

Supervision is separately caught by Actions 2a and 2b. It must be specifically included in the member's individual Directed Time Budget and must not be placed in protected PPA.

What if a colleague has been absent for more than two days?

Where it was not known in advance that the absence would exceed two days, cover may be provided on the first and second day only, subject to the other contractual requirements and Action 12. **Cover must not continue beyond the second day.** Where it was known and agreed in advance that the absence would exceed two days, members should not provide cover for that absence, subject to the specific contractual exceptions for Primary 1, Primary 2 and nursery.

Having a period identified for cover on the timetable does not override these contractual limits.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 13

Public examinations

OFFICIAL ASOSA INSTRUCTION — VERBATIM

13. Members are instructed to refuse to undertake:
public examination invigilation;
scribing,
reader duties,
examination administration,
except where such duties have been specifically agreed and appropriately resourced.

IN SIMPLE TERMS

Refuse public examination invigilation, scribing, reader duties and examination administration unless those duties have been specifically agreed and appropriately resourced.

Do members invigilate public examinations?

Members are instructed to refuse public examination invigilation except where the duties have been specifically agreed and appropriately resourced.

What about scribing, reader duties and examination administration?

They are also expressly included in Action 13 and subject to the same exception.

What does “appropriately resourced” mean in my school?

Where the school relies on this exception, it must be able to identify the specific agreement and the resources provided for the examination duties. If that cannot be established, do not assume the exception applies.

What if examination work is offered under a separate paid or secondary contract?

A separate paid arrangement will satisfy the exception where the duties have been specifically agreed and appropriately resourced. It does not make examination work part of your normal teaching duties automatically.

I have been directed to supervise the SEAG Transfer Test on Saturday 14 November and/or Saturday 21 November 2026. Do I have to follow this direction?

Under the NITC ASOSA instructions, you should not follow that direction unless the Saturday has already been properly identified as one of your contractual 195 working days and the activity has been specifically included within your individual Directed Time Budget.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 14

Extra-curricular activity

OFFICIAL ASOSA INSTRUCTION — VERBATIM

14. Members are reminded that participation in extra-curricular activities remains entirely voluntary. Members are instructed to refuse direction to organise, supervise or participate in extra-curricular activities outside their contractual duties of 1265 hours over 195 days.

IN SIMPLE TERMS

Extra-curricular activity remains entirely voluntary. You cannot be directed to organise, supervise or participate in extra-curricular activity outside your contractual duties of 1265 hours over 195 days.

Are extra-curricular activities compulsory?

No. Action 14 states participation remains entirely voluntary.

Can I volunteer?

Yes, participation is described as voluntary, but members must also comply with Actions 34 and 35 and must not use volunteering to replace withdrawn labour especially the withdrawn labour of others as a result of these instructions.

What if an extra-curricular activity is included in my DTB?

Extra-curricular activities remain entirely voluntary, even where they have been included in your Directed Time Budget. If you wish to continue participating, you may do so voluntarily.

If you do not wish to participate, advise the Principal that you will not be undertaking the activity. You do not have to continue simply because it appears in your DTB.

I previously volunteered for an extra-curricular activity. Does that make it compulsory now?

No. Action 14 states that participation remains entirely voluntary. If you decide not to continue a previously voluntary activity, it is sensible to tell the Principal so the school is clear that you are no longer volunteering; that practical notification does not turn the activity into a contractual duty.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 14 EXTRA-CURRICULAR ACTIVITY <i>Enriching lives is a choice</i>	EXTRA-CURRICULAR ACTIVITY IS VOLUNTARY YOU CANNOT BE DIRECTED TO DO IT Participation in extra-curricular activities remains entirely voluntary. You cannot be directed to organise, supervise or participate in extra-curricular activity outside your contractual duties of 1265 hours over 195 days. EXTRA-CURRICULAR = VOLUNTARY NOT A CONTRACTUAL DUTY	COMMON QUESTIONS Q Are extra-curricular activities compulsory? No. Action 14 states participation remains entirely voluntary. Q Can I volunteer? Yes, participation is voluntary, but you must also comply with Actions 34 and 35 and must not use volunteering to replace withdrawn labour, especially the withdrawn labour of others. Q What if an extra-curricular activity appears in my DTB? A DTB entry does not make it compulsory. Participation remains entirely voluntary and cannot be directed outside the contractual limits of 1265 hours over 195 days. Q I previously volunteered. Does that make it compulsory now? No. Participation remains voluntary. If you decide not to continue, tell the Principal so the school is clear. That does not make it a contractual duty.	IF YOU'RE ASKED... DTB Check the official instruction. People Speak to your Trade Union School Representative. Phone If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
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ACTION 15

School Development Plan

OFFICIAL ASOSA INSTRUCTION — VERBATIM

15. Members are instructed to refuse to complete any part of the School Development Plan (SDP) unless sufficient time is allocated for this task in their Directed Time budget. Members are not required to undertake supplementary or duplicative SDP work, additional templates, reports, presentations or duplicate uploads, nor to complete or replace SDP work withheld by colleagues participating in lawful industrial action.

IN SIMPLE TERMS

Complete SDP work only where sufficient time for it is allocated in your individual Directed Time Budget. Do not undertake supplementary or duplicate SDP work, and do not complete SDP work withheld by colleagues taking lawful industrial action.

Do I contribute to the SDP?

Only where sufficient time is specifically allocated for the task in the individual DTB.

Can I be required to complete extra SDP templates, reports, presentations or duplicate uploads?

No. These are expressly excluded as supplementary or duplicative SDP work.

Can I be asked to complete SDP work withheld by a colleague taking lawful action?

No. Action 15 expressly prohibits completing or replacing that work.

What about a Head of Department/Coordinator departmental action plan?

A departmental action plan may only be undertaken where the work is specifically identified within your individual Directed Time Budget and sufficient Directed Time has been specifically allocated to complete it.

A generic allocation such as “Head of Department/Coordinator duties”, “management duties”, “departmental duties” or similar does not specifically identify the activity or the time allocated to it.

Can results analysis be required?

Where results analysis is a directed task, the activity and sufficient time to complete it must be specifically identified within the member's individual Directed Time Budget in accordance with Action 2a. A generic allocation such as “Head of Department/Coordinator duties”, “management duties”, “departmental duties” or similar is not sufficient to identify either the specific activity or the time allocated to it.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 16

Classroom observation, learning walks & drop-ins

OFFICIAL ASOSA INSTRUCTION — VERBATIM

16. Members are instructed to refuse to accept or co-operate with any classroom observation outside of Induction and Early Professional Development and the Performance Review and Staff Development (PRSD) scheme, which stipulates classroom observation of one hour per year with a maximum of two visits. This includes learning walks, drop-ins, peer observations, learning reviews, AI-based observation technology, and quality assurance visits, except where required by statutory induction arrangements.

IN SIMPLE TERMS

Refuse classroom observation outside the stated Induction, EPD and agreed PRSD arrangements. Learning walks, drop-ins, peer observations, learning reviews, AI-based observation and quality-assurance visits are expressly included in the refusal.

Can learning walks or drop-ins continue?

No. They are expressly included among classroom observations members are instructed to refuse.

What observations remain permitted?

Induction, Early Professional Development and the agreed PRSD scheme, plus statutory induction arrangements as stated.

What does the PRSD observation limit say?

The instruction states classroom observation of one hour per year with a maximum of two visits. That is one hour in total not 1 hour per visit.

Can peer observations, learning reviews, AI observation or quality-assurance visits continue?

No. They are expressly listed in Action 16, subject to the stated statutory induction exception.

Does Action 16 prevent ETI observing lessons?

Action 21 requires professional engagement with ETI while Action 21c says ASOSA remains in force. Members should engage professionally with inspection without undertaking additional school-generated observation or monitoring activity prohibited by Action 16.

What if a learning walk, peer observation or other classroom observation was locally agreed before ASOSA started?

A previous local agreement does not create an exception in Action 16. From commencement of the action, members are instructed to refuse the listed classroom observations unless they fall within one of the exceptions stated in Action 16. School Representatives must not negotiate a local variation to the ASOSA instructions.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 17–18

PRSD

OFFICIAL ASOSA INSTRUCTION — VERBATIM

17. All members currently at UPS3 or at the top of their Individual School Range (ISR) are instructed to refuse to cooperate with or undertake any work related to their own Performance Review and Staff Development (PRSD) process. Principal and Vice-Principal Members are additionally instructed not to operate, administer, facilitate or implement PRSD for any member of staff who is at UPS3 or at the top of their respective ISR.

18. Members who have not reached UPS3 on the Teachers' Pay Scale or principals/VPs who have not reached the top of their ISR scale are instructed to participate only in agreed Professional Review and Staff Development (PRSD) arrangements. Members are instructed to refuse locally developed PRSD procedures, additional documentation, additional observations, additional evidence requirements, or locally imposed portfolio systems that exceed arrangements agreed with the TNC.

IN SIMPLE TERMS

If you are at UPS3 or the top of your ISR, do not undertake work connected with your own PRSD. If you have not reached UPS3/top ISR, participate only in the agreed TNC PRSD scheme and refuse locally added procedures, paperwork, observations, evidence or portfolios.

I am at UPS3. Do I participate in my own PRSD?

No - members at UPS3 or the top of their ISR to refuse cooperation with or work related to their own PRSD.

I have not reached UPS3. Do I participate?

Yes, but only in agreed PRSD arrangements. Locally developed additions beyond TNC-agreed arrangements are to be refused.

What additional PRSD requirements are refused?

Locally developed procedures, additional documentation, additional observations, additional evidence requirements and locally imposed portfolio systems exceeding TNC-agreed arrangements.

Do Principal/VP members administer PRSD for staff at UPS3/top ISR?

No. Action 17 expressly instructs them not to operate, administer, facilitate or implement PRSD for those staff.

What about a Head of Department/Coordinator conducting PRSD?

A Head of Department/Coordinator may act as the PRSD reviewer for a member who remains subject to PRSD under Action 18, provided sufficient Directed Time has been allocated for that responsibility. They must not use reviewer duties to require a member to undertake PRSD work that the member is instructed to refuse under Action 17.

What happens to PRSD work completed before 28 September?

The instruction is prospective from commencement and does not require completed work to be undone. Any further activity after commencement must comply with Actions 17–18.

Could refusing PRSD affect my pay progression if I have not yet reached UPS3 or the top of my ISR?

Action 18 instructs members below UPS3, and Principal/VP members below the top of their ISR, to participate in agreed PRSD arrangements while refusing local additions beyond the TNC-agreed scheme. Members concerned about pay progression should therefore follow Action 18. The reviewers of these members will participate in those members' PRSD if required by their line-management role.

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity. **School Representatives must not negotiate local variations.**

ACTION 19

Book/work scrutiny

OFFICIAL ASOSA INSTRUCTION — VERBATIM

19. Members are instructed to refuse to participate in:
book scrutiny,
work scrutiny,
book scoops, etc.

IN SIMPLE TERMS

Do not participate in book scrutiny, work scrutiny, book scoops or the same activity under another name.

Do members participate in book scrutiny?

No.

What about work scrutiny or “book scoops”?

They are expressly included and should be refused.

Can the same activity be renamed “quality assurance”?

Renaming does not change the underlying activity. If the activity is book/work scrutiny, Action 19 applies; report attempted circumvention under 37.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 19 BOOK/WORK SCRUTINY <i>Teaching not tick-boxes</i>	DO NOT PARTICIPATE IN BOOK OR WORK SCRUTINY Members are instructed to refuse to participate in: • book scrutiny, • work scrutiny, • book scoops, etc.  BOOK SCRUTINY  WORK SCRUTINY  BOOK SCOOPS ETC.	IN SIMPLE TERMS WHAT THIS MEANS Do not participate in book scrutiny, work scrutiny, book scoops or the same activity under another name. Q Do members participate in book scrutiny? No. Q What about work scrutiny or “book scoops”? They are expressly included and should be refused. Q Can the same activity be renamed “quality assurance”? Renaming does not change the underlying activity. If the activity is book/work scrutiny, Action 19 applies; report attempted circumvention under 37.	IF YOU'RE ASKED...  Check the official instruction.  Speak to your Trade Union School Representative.  If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
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PROTECTING TEACHERS' WORKLOAD

SUPPORTING QUALITY EDUCATION

NASUWT
The Teachers' Union

ACTION 20

Planning, planners & lesson plans

OFFICIAL ASOSA INSTRUCTION — VERBATIM

20. Members are instructed to refuse to submit their short term planning, teacher planners and / or lesson plans to members of the Senior Management Team or anyone acting on their behalf. Teachers should continue to plan their lessons within their PPA time.

IN SIMPLE TERMS

Northern Ireland curriculum guidance **describes short-term planning as the teacher's day-to-day planning for an individual lesson or a series of lessons**. It may include matters such as learning intentions, teaching and learning activities, differentiation, resources, assessment and how learning will be reviewed.

It is distinct from longer-term schemes of work and medium-term/unit planning.

Action 20 does not instruct teachers to stop planning. Teachers should continue to plan their lessons within their protected PPA time. The instruction is that members must not submit their short-term planning, teacher planners and/or lesson plans to Senior Management or anyone acting on their behalf.

Therefore, **changing the name** of a request — for example to “weekly plans”, “fortnightly plans”, “daily planning”, “planning records” or a planning template — **does not avoid Action 20** where what is actually being requested is the teacher’s short-term planning for their lessons.

Do teachers stop planning lessons?

No. Teachers should continue to plan lessons within PPA time.

Do I have to submit planning to management?

You should not submit your short-term planning, teacher planner or lesson plans to Senior Management or anyone acting on their behalf.

You should continue to plan your lessons within your protected PPA time.

Action 20 does not prohibit the submission of medium-term planning or longer-term schemes of work. Where these are required, the work must still comply with the other ASOSA instructions, including the requirement that the task is specifically included within your individual Directed Time Budget.

A Head of Department/Coordinator should not request, collect or scrutinise short-term planning, teacher planners or lesson plans on behalf of Senior Management.

If a planner was submitted before 28 September, must I amend it after 28 September?

The final instruction does not expressly address retrospective amendments. If the requested amendment amounts to submission/scrutiny caught by Actions 19–20 or another instruction, seek advice before undertaking it.

If I missed a pre-28 September planner deadline, do I submit after commencement?

No. From 28 September, Action 20 applies to the submission itself. An earlier deadline does not override the instruction once ASOSA has commenced.

Can a Head of Department/Coordinator scrutinise planners after 28 September?

No. Where this requires the submission prohibited by Action 20 or amounts to work scrutiny prohibited by Action 19.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 21a–21c

ETI Inspections

OFFICIAL ASOSA INSTRUCTION — VERBATIM

21a. Members are instructed to continue to engage professionally with Education and Training Inspectorate (ETI) inspections and to discharge their normal professional duties.

21b. Members are instructed not to carry out any additional workload beyond that normally associated with their professional duties as a result of the announcement, notification or conduct of an ETI inspection.

21c. Members are instructed not to suspend compliance with these Action Short of Strike Action instructions as a result of an ETI inspection.

IN SIMPLE TERMS

ETI inspections continue during ASOSA.

Members should engage openly and professionally with ETI under the revised inspection process. Continue teaching your classes and carrying out your normal professional duties. ETI inspectors may observe your teaching and learning as part of the inspection process.

You should not undertake additional work or prepare additional documentation simply because ETI is coming, and none of the other ASOSA instructions are suspended during an inspection.

Do members cooperate with ETI?

Yes. Members should engage professionally with ETI and continue their normal professional duties.

The revised inspection process has been developed following engagement with the recognised teacher trade unions and is intended to focus strongly on teaching, learning and the educational experience of pupils.

Do I do extra paperwork because ETI is coming?

No. ETI does not require teachers to create additional paperwork specifically for an inspection under the revised inspection process.

Teach and plan as you normally would. Do not create additional lesson plans, folders, evidence files, displays, reports, evaluations, tracking information or other documentation specifically because ETI is coming.

If you are directed by your Principal, Vice-Principal or another member of management to produce additional documentation in preparation for an inspection, that is a school management request — it is not an ETI requirement.

Action 21b instructs members not to undertake additional workload beyond that normally associated with their professional duties as a result of the announcement, notification or conduct of an ETI inspection.

ETI should see the school as it actually operates during ASOSA — not a specially prepared version of it.

Does ASOSA pause during inspection?

No. Action 21c expressly says compliance must not be suspended.

Can ETI observe my lesson?

Yes. Continue teaching your class normally and allow the ETI inspector to observe teaching and learning.

An ETI inspection is distinct from the management monitoring and classroom-observation practices prohibited by Action 16, such as learning walks, management drop-ins, peer observations, learning reviews and internal quality-assurance visits.

You do not suspend ASOSA because an ETI inspector is in your classroom, reports from ETI visits during ASOSA will increase the pressure to resolve our workload dispute once and for all across every school in Northern Ireland.

Can I attend an inspector meeting during the pupil day?

Professional engagement continues, but any school-arranged meeting/cover implications must also comply with the relevant ASOSA instructions. Seek advice where requirements conflict.



NORTHERN IRELAND

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ACTION 21a–21c ETI Inspections ----- Continued:

Should I prepare special documents for ETI?

No. Teach and plan as you normally would. Do not create additional lesson plans, folders, evidence files, displays, reports, evaluations, tracking information or other documentation specifically for the inspection. ETI needs to see the school as it actually operates during ASOSA — not a specially prepared version of it.

Should I show ETI my DTB?

Provide the inspector with your individual Directed Time Budget.

Your DTB shows the activities your employer has specifically directed you to undertake and the time allocated to them.

If your employer has not provided you with an individual Directed Time Budget, simply provide the inspector with a short written statement:

“I have not been provided with an individual Directed Time Budget identifying the activities I am directed to undertake and the time allocated to those activities.”

There is no requirement for the member to construct or reconstruct a DTB for the inspection.

What about a school in Formal Intervention?

Action 33 creates a specific Formal Intervention exception for Principal/VP contact with external bodies, but the general ETI instructions still apply. Additional teacher workload must still be tested against the relevant actions.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity. **School Representatives must not negotiate local variations.**

NASUWT
The Teachers' Union

TEACHER REFLECTION FOR ETI

IMPACT OF NOT HAVING AN INDIVIDUAL DIRECTED TIME BUDGET (DTB)

“I have not been provided with an individual Directed Time Budget identifying the activities I am directed to undertake and the time allocated to those activities, this has caused me difficulties in carrying out my role within this school effectively.”

PLEASE CONSIDER THE FOLLOWING STATEMENTS

Please tick all that apply to you. These statements relate to the impact of not having an individual DTB which clearly identifies directed activities and allocates time for them.



TICK
ALL THAT
APPLY

- ☐ I am unclear about the full range of activities I am directed to undertake.
- ☐ I do not know how much time I am expected to allocate to these activities.
- ☐ I am required to complete directed activities in my own time.
- ☐ I find it difficult to balance directed activities with my teaching and preparation.
- ☐ The lack of a DTB has increased my workload and stress levels.
- ☐ It has negatively impacted on my work-life balance and wellbeing.

- ☐ I have less time for high-quality lesson preparation.
- ☐ I have less time to plan for the individual needs of my pupils.
- ☐ I have had to reduce the time available for marking and providing meaningful feedback.
- ☐ I have less time to engage in professional learning and development.
- ☐ It has affected the quality of my teaching.
- ☐ It has impacted on my ability to support pupils effectively, including those with additional needs.
- ☐ Other (please specify): _____

ACTION 22/22b

Assessment & data collection

OFFICIAL ASOSA INSTRUCTION — VERBATIM

22. Members are instructed to participate in no more than two whole-school assessment and data collection exercises during any academic year, provided that sufficient time is allocated in their Directed Time budget to complete all associated tasks for these assessment exercises. These should be clearly identified on the school calendar.

22b. Members are instructed to record assessment information once only for each assessment exercise.

IN SIMPLE TERMS

Participate in no more than two whole-school assessment/data-collection exercises in the academic year, with sufficient Directed Time for all associated work and the exercises clearly identified on the school calendar. Record the assessment information once only for each exercise.

How many whole-school assessment/data exercises?

No more than two during any academic year, provided sufficient Directed Time is allocated for all associated tasks and the exercises are clearly identified on the school calendar.

Do exercises completed before 28 September count?

No. The ASOSA instructions commence at 00:01 on 28 September 2026. Work completed before the industrial action commenced cannot retrospectively be treated as work undertaken under, or restricted by, the ASOSA instructions.

For the purposes of Action 22, members should therefore apply the instruction to whole-school assessment/data collection exercises taking place from 28 September 2026 onwards.

What counts as a whole-school assessment exercise?

A whole-school assessment/data collection exercise is a school-directed assessment or data-collection process applied across the school, or across multiple year groups as part of the same assessment cycle. A school cannot avoid the limit in Action 22 simply by staggering the same exercise across different year groups or different weeks. For example, if Year 8 completes the assessment/data collection this week, Year 9 the following week, Year 10 the week after that, and so on, these are not separate exercises merely because they take place on different dates. Where they form part of the same school assessment/data-collection cycle, they should be treated as one whole-school exercise. Similarly, changing the name, date, year group or administrative arrangements does not create a separate exercise where the underlying purpose is the same school-wide assessment/data collection. Action 22 permits no more than TWO such whole-school assessment/data collection exercises during the academic year, with sufficient Directed Time provided for all associated tasks.

How many times should assessment information be recorded?

Once only for each assessment exercise.

Can I be required to put the same data in SIMS (or its replacement) and an Excel tracker for my line manager?

No. Where it is the same assessment information, Action 22b requires it to be recorded once only.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.



NORTHERN IRELAND

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ACTION 22c

Controlled assessment & coursework

OFFICIAL ASOSA INSTRUCTION — VERBATIM

22c. Members are instructed to undertake controlled assessment, coursework assessment, and associated administrative activities only where:

Sufficient Directed Time (not from 10% PPA allocation) has been specifically allocated within the individual's Directed Time budget to complete all associated duties, including preparation, assessment, marking, authentication, recording, moderation and submission of marks, as per the requirements set out by the examination board;

Or

The relevant Awarding Body has made direct payment arrangements for such work.

Or

Through a formally agreed Time Off in Lieu (TOIL) arrangement, with the TOIL taking place within the current academic year.

Where neither sufficient Directed Time nor Awarding Body payment nor TOIL has been provided, members are instructed to notify their recognised trade union representative, and will not undertake these activities until the matter has been resolved.

IN SIMPLE TERMS

Undertake controlled assessment/coursework assessment and its associated administration only where one of three arrangements exists: sufficient specifically allocated Directed Time outside the 10% PPA allocation; direct Awarding Body payment; or formally agreed TOIL taken within the current academic year. If none applies, notify the recognised trade union representative and do not undertake the work until resolved.

When do I undertake controlled assessment/coursework duties?

Only where one of the three routes in 22c exists: sufficient specifically allocated Directed Time outside 10% PPA; direct Awarding Body payment; or formally agreed TOIL within the current academic year.

What duties are covered?

Preparation, assessment, marking, authentication, recording, moderation and submission of marks as required by the examination board.

Can the time come from my 10% PPA?

No. The instruction expressly excludes the 10% PPA allocation.

What if none of the three routes exists?

Notify the recognised trade union representative and do not undertake the activities until the matter is resolved.

Can TOIL be carried into next academic year?

No. The instruction says the TOIL must take place within the current academic year.

ACTION 22c **Controlled assessment & coursework** -----Continued:

Can pupils still complete coursework if marking/admin time has not been provided?

Yes. Absolutely. Pupils should continue to be taught and should continue to complete their coursework as normal. ASOSA does not prevent pupils from undertaking coursework.

Action 22c applies to the teacher's controlled assessment/coursework assessment and associated administrative activities, including preparation, assessment, marking, authentication, recording, moderation and submission.

Where the requirements of Action 22c have not been met, members should not undertake those assessment or administrative activities, but this does not prevent the teacher from teaching the course, supporting pupils' learning or allowing pupils to continue completing their coursework.

The industrial action is directed at the additional teacher workload — not at preventing pupils from learning or completing their work.

What about BTEC/OCR/OCN or heavily coursework-based qualifications?

The instruction is not limited to a named awarding body. Apply the three-route test to controlled/coursework assessment and associated duties, and seek advice where the qualification structure makes the boundary unclear.

Is internal verification/moderation covered?

Moderation is expressly listed. Where "internal verification" forms part of assessment/moderation or associated administration, seek advice on the exact qualification requirement if disputed.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 22c CONTROLLED ASSESSMENT & COURSEWORK  <i>Supporting teachers Protecting workload Securing fairer schools</i>	IN SIMPLE TERMS What this means You only undertake controlled assessment / coursework assessment and associated administrative activities where one of three arrangements exists: 1 Sufficient Directed Time (outside 10% PPA) specifically allocated in your DTB. 2 Direct Awarding Body payment. 3 Formally agreed TOIL (taken within the current academic year). ! If none of these apply, notify your recognised trade union representative and do not undertake these activities until the matter has been resolved.	WHAT DUTIES ARE COVERED? Includes all tasks required by the examination board: Preparation Assessment Marking Authentication Recording Moderation Submission of marks 10% PPA THE TIME CANNOT COME FROM YOUR 10% PPA. The instruction expressly excludes the 10% PPA allocation.	KEY QUESTIONS Q When do I undertake these duties? Only where one of the three arrangements exists (DTB, Awarding Body payment or agreed TOIL within the current year). Q Can pupils still complete coursework? Yes. Pupils should continue to be taught and can complete their coursework. ASOSA does not prevent this. Q Can the time come from my 10% PPA? No. The instruction expressly excludes the 10% PPA allocation. Q What about BTEC/OCR/OCN or similar? Apply the same three-route test. Seek advice where the structure is unclear. Q Is internal verification/moderation covered? Yes. Moderation (including internal verification where part of the assessment process) is covered. Q Can TOIL be carried into next year? No. TOIL must be taken within the current academic year.	IF YOU'RE ASKED TO DO SOMETHING DIFFERENT  Check the official instruction.  Speak to your Trade Union School Representative.  If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
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ACTION 24–25

Promoted posts, allowances & vacancies

OFFICIAL ASOSA INSTRUCTION — VERBATIM

24. Members holding Teaching Allowances, SEN Allowances or promoted responsibility posts are instructed to undertake those responsibilities only where those duties have been identified and sufficient Directed Time has been specifically allocated

25. Members are instructed not to assume duties arising from vacant posts from day one of absence unless appropriate remuneration has been agreed and sufficient Directed Time has been specifically allocated.

IN SIMPLE TERMS

Promoted responsibilities are undertaken only where the duties are identified and sufficient Directed Time is specifically allocated, even if you a Senior Teachers, these workload issues effect you as much, if not more than other teachers.

Do not absorb duties from a vacant post from day one unless appropriate remuneration has been agreed and sufficient Directed Time allocated.

Can I continue to undertake the duties of my promoted post or allowance?

Yes, but only where the duties have been identified and sufficient Directed Time has been specifically allocated for you to undertake them.

Receiving a Teaching Allowance, SEN Allowance or holding a promoted responsibility does not remove the requirement for sufficient Directed Time to be provided.

A generic allocation such as “Head of Department/Coordinator duties”, “management duties” or “additional responsibility” is not sufficient to identify individual activities or the time allocated to undertake them.

Does an allowance remove the need for time?

No. Action 24 requires both identified duties and sufficient specifically allocated Directed Time.

Can management rely on a generic “Head of Department/Coordinator duties, SLT duties” or similar block?

Action 24 requires the duties to be identified and sufficient Directed Time specifically allocated. A generic label cannot be used to add unspecified responsibilities without identifying the duty and allocating sufficient time.

Do I take on a vacant promoted post from day one?

No, unless appropriate remuneration has been agreed and sufficient Directed Time specifically allocated.

What about Head of Department/Coordinator action plans, monitoring, data analysis or annual reviews?

Each proposed responsibility must be checked against the identified duties, sufficient Directed Time and the other relevant ASOSA restrictions. The final instruction does not create a blanket Head of Department/Coordinator exemption.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 26–32

Principals & Vice-Principals: core leadership actions

OFFICIAL ASOSA INSTRUCTION — VERBATIM

26. Principal and Vice-Principal members are instructed to refuse to implement initiatives; policies, administrative procedures, assessment arrangements, monitoring systems, recording requirements, etc., which have not been workload impact assessed; been agreed by the Teachers' Negotiating Committee.

27. Principal and Vice-Principal members are instructed to limit School Development Planning (SDP), operational planning and associated documentation to one year.

28. Principal and Vice-Principal members are instructed to refuse to provide information, reports, data, returns or financial-planning information to employing authorities, the Department of Education or other relevant bodies where the information is non-statutory, is available from another source, has already been provided, or would duplicate information already held or submitted.

29. Principal and Vice-Principal members are instructed not to undertake activities which undermine, circumvent or negate these Action Short of Strike Action instructions. They are instructed not to request, collate or provide to employers information identifying individual staff members participating in lawful industrial action, except where there is a clear statutory or legal requirement to do so, and not to undertake work left uncompleted as a consequence of colleagues participating in lawful industrial action.

30. Principal and Vice-Principal members are instructed not to write, produce or contribute to Annual Board of Governors' Reports beyond statutory requirements.

31. Principal and Vice-Principal members are instructed not to facilitate or attend more than one Board of Governors' meeting in any school term. Board of Governors' meetings should take place during the normal school working day. Principal and Vice-Principal members are also instructed not to facilitate or assist with the dissemination of non-statutory training materials to governors. Any Board of Governors subcommittee attendance must be consistent with these instructions and must not be used to circumvent the restriction on meetings.

32. Principal and Vice-Principal members are instructed not to act as a clerk or minute-taker at meetings of the Board of Governors. The preparation of minutes is an administrative function and should normally be undertaken by administrative staff in accordance with the Education Authority's Scheme of Management section 35 paragraph 4.

IN SIMPLE TERMS

Principal and Vice-Principal members should apply these leadership instructions exactly: do not introduce unassessed/unagreed workload, keep planning and reporting within the stated limits, and do not use leadership arrangements to circumvent the ASOSA instructions.

Do the general ASOSA instructions apply to Principals and VPs?

Yes. These are additional role-specific instructions; nothing in the final text says the general all-member instructions cease to apply.

Can a Principal implement a new initiative not workload-impact assessed and TNC-agreed?

No. Action 26 says to refuse.

How far ahead should SDP/operational planning go?

One year.

Must Principals provide non-statutory or duplicate returns?

No, where the information is non-statutory, available elsewhere, already provided or duplicative.

ACTION 26–32

Principals & Vice-Principals: core leadership actions-----Continued:

Can a Principal complete work left undone because colleagues are taking lawful action?

No. Action 29 expressly prohibits this.

Can Principals identify individual staff taking lawful industrial action?

Not unless there is a clear statutory or legal requirement.

How much of the Annual Governors' Report should Principals produce?

No more than statutory requirements.

How many Board of Governors meetings may Principal/VP members attend/facilitate?

No more than one in any school term, during the normal school working day.

Can subcommittees be used to get around that limit?

No. Subcommittee attendance must be consistent with the instructions and not used to circumvent the restriction.

Can Principals act as clerk or minute-taker?

No. Action 32 says preparation of minutes is an administrative function normally undertaken by administrative staff.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 26–32 PRINCIPALS & VICE-PRINCIPALS CORE LEADERSHIP ACTIONS <i>Supporting sustainable leadership in our schools</i>	IN SIMPLE TERMS What this means - Do not introduce initiatives, policies or procedures that have not been workload impact assessed and agreed by the Teachers' Negotiating Committee. - Limit School Development Planning and operational planning to one year. - Do not provide non-statutory, duplicate or already available information, reports, data, returns or financial-planning information. - Do not undermine, circumvent or negate ASOSA. Do not identify individual staff taking lawful action (except where legally required) and do not undertake work left uncompleted as a result of lawful action. Apply these role-specific instructions alongside the general ASOSA instructions.	KEY QUESTIONS (1) Q Do the general ASOSA instructions apply to Principals and VPs? Yes. These are additional role-specific instructions; nothing in the final text says the general all-member instructions cease to apply. Q Can a Principal implement a new initiative not workload-impact assessed and TNC-agreed? No. Action 26 says to refuse. Q How far ahead should SDP/operational planning go? One year. Q Must Principals provide non-statutory or duplicate returns? No, where the information is non-statutory, available elsewhere, already provided or duplicative. Q Can a Principal complete work left undone because colleagues are taking lawful action? No. Action 29 expressly prohibits this. Q Can Principals identify individual staff taking lawful industrial action? Not unless there is a clear statutory or legal requirement.	KEY QUESTIONS (2) Q How much of the Annual Governors' Report should Principals produce? No more than statutory requirements. Q How many Board of Governors meetings may Principal/VP members attend/facilitate? No more than one in any school term, during the normal school working day. Q Can subcommittees be used to get around that limit? No. Subcommittee attendance must be consistent with the instructions and not used to circumvent the restriction. Q Can Principals act as clerk or minute-taker? No. Action 32 says preparation of minutes is an administrative function normally undertaken by administrative staff. ! An allowance does not remove the need for identified duties and sufficient Directed Time (Action 24 principle applies).	IF YOU'RE ASKED TO DO SOMETHING DIFFERENT - Check the official instruction. - Speak to your Trade Union School Representative. - If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
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FAIR WORKLOAD | QUALITY EDUCATION | RESPECT FOR TEACHERS | BETTER SCHOOLS

ACTION 33–33e

Principals & Vice-Principals: external contact, closures & special provisions

OFFICIAL ASOSA INSTRUCTION — VERBATIM

33. Principal and Vice-Principal members are instructed to refuse unsolicited contact, correspondence, meetings or visits from employing authorities, the Department of Education, School Improvement Professionals (SIPs), School Development Services and other school-improvement personnel, except where required by legislation, where the school is in formal intervention, where a legitimate safeguarding or child-protection issue arises, or where the Principal has initiated or expressly requested the contact because it is directly useful to the school.

33a. Principal and Vice-Principal members are instructed not to act merely as a conduit for the employing authorities or the Department of Education by distributing or passing on non-statutory materials or communications to staff or Governors. This does not apply where communication is required by legislation or is necessary for safeguarding or child protection.

33b. Principal and Vice-Principal members are instructed not to personally undertake technical IT or infrastructure work that would ordinarily be undertaken by C2k, an IT technician, telecommunications provider, contractor, infrastructure specialist or other appropriately trained person. Members may report faults, identify the operational impact, provide reasonable access to authorised technical personnel and take immediate proportionate action necessary to address an imminent safeguarding or health and safety risk, but should not diagnose, repair, install, configure or assume technical responsibility for infrastructure on behalf of another body.

33c. During weekends, public or bank holidays, Christmas, Easter, summer and other scheduled school-closure periods, Principal and Vice-Principal members are instructed not to respond to, process or act upon routine requests from the Department of Education, employing authorities or other relevant bodies. This does not apply to a legitimate and urgent safeguarding or child-protection matter, a court direction, statutory notice, legally enforceable deadline or other formal legal requirement. Accessing school premises during a closure period does not of itself make a member available for general employer or Departmental business.

33d. Principal and Vice-Principal members in special schools are instructed not to undertake administrative, operational, managerial or leadership responsibilities for Education Authority summer schemes by virtue of their substantive school role. This includes planning or managing the scheme; staffing, rotas or pupil allocation; scheme-specific risk assessments; healthcare, transport, catering, premises or procurement arrangements; data returns or evaluations; or accepting accountability for the operation, staffing, safety or governance of the scheme. The Education Authority must appoint and resource its own scheme management and administrative support. Genuine safeguarding responsibilities remain unaffected, and members offered a separate paid summer-scheme contract or written assignment should seek advice from their recognised trade union before accepting it.

33e. Principal and Vice-Principal members are instructed to refuse to facilitate budget-based redundancy processes where the proposed redundancy arises from the financial circumstances of the school, and to seek advice from their recognised trade union before undertaking any related process or action.

IN SIMPLE TERMS

Principal and Vice-Principal members should refuse the external-contact, conduit, technical-IT, closure-period, summer-scheme and redundancy-process work specified in Actions 33–33e, subject only to the express statutory, safeguarding, legal and formal-intervention exceptions stated in those instructions.

Must Principal/VP members accept unsolicited school-improvement contact?

No, subject to the stated exceptions: legislation, formal intervention, legitimate safeguarding/child protection, or contact initiated/expressly requested by the Principal because directly useful to the school.

Do Principals have to pass on every non-statutory communication from EA/DE?

No. 33a says not to act merely as a conduit, subject to legislative and safeguarding/child-protection exceptions.

ACTION 33–33e

Principals & Vice-Principals: external contact, closures & special provisions

Continued:

Do Principals personally diagnose or repair IT/infrastructure faults?

No. They may report faults, identify operational impact, provide reasonable access and take immediate proportionate action for imminent safeguarding/H&S risk, but should not assume technical responsibility.

Do Principals respond to routine EA/DE requests during weekends or school closures?

No, subject to the urgent safeguarding, court, statutory notice, legally enforceable deadline and other formal legal exceptions in 33c.

If I enter the school building during a holiday, am I available for routine employer business?

No. 33c expressly says access does not itself make the member available.

What is the position on EA summer schemes in special schools?

Principal/VP members are not to undertake scheme management/leadership responsibilities by virtue of their substantive school role. Separate paid arrangements should be referred to the union before acceptance.

What about budget-based redundancy processes?

Principal/VP members are instructed to refuse to facilitate where the proposed redundancy arises from the school's financial circumstances and to seek union advice before related action.

How does Formal Intervention affect these instructions?

Formal Intervention is an express exception to the unsolicited-contact restriction in Action 33. It is not stated as a blanket suspension of the rest of ASOSA.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 33–33e PRINCIPALS & VICE-PRINCIPALS: EXTERNAL CONTACT, CLOSURES & SPECIAL PROVISIONS <i>Focused leadership for sustainable schools</i>	IN SIMPLE TERMS What this means Principal and Vice-Principal members should refuse the external-contact, conduit, technical-IT, closure-period, summer-scheme and redundancy-process work specified in Actions 33–33e, subject only to the express statutory, safeguarding, legal and formal-intervention exceptions stated in those instructions.  Unsolicited external contact  Not a conduit for non-statutory materials  No personal IT/technical work  No routine responses during closures  No special school summer-scheme duties  No facilitate budget-based redundancy	KEY QUESTIONS (1) Q Must Principal/VP members accept unsolicited school-improvement contact? No, except where required by legislation, formal intervention, legitimate safeguarding/child protection, or where the Principal has initiated or expressly requested the contact because it is directly useful. Q Do Principals have to pass on every non-statutory communication from EA/DE? No. Do not act merely as a conduit, except where required by legislation or for safeguarding/child protection. Q Do Principals personally diagnose or repair IT/infrastructure faults? No. You may report faults, identify operational impact, provide reasonable access and take immediate proportionate action for an imminent safeguarding or H&S risk, but do not diagnose, repair, install, configure or assume technical responsibility. Q Do Principals respond to routine EA/DE requests during weekends or school closures? No, except for a legitimate and urgent safeguarding issue, a court direction, statutory notice, legally enforceable deadline or other formal legal requirement.	KEY QUESTIONS (2) Q If I enter the school building during a holiday, am I available for routine employer business? No. Accessing school premises during a closure period does not of itself make you available for general employer or Departmental business. Q What is the position on EA summer schemes in special schools? Do not undertake administrative, operational, managerial or leadership responsibilities for EA summer schemes by virtue of your substantive role. Separate paid arrangements should be referred to the union before acceptance. Q What about budget-based redundancy processes? Refuse to facilitate where the proposed redundancy arises from the school's financial circumstances and seek union advice before undertaking any related action. Q How does Formal Intervention affect these instructions? Formal intervention is an express exception to the unsolicited-contact restriction in Action 33. It is not stated as a blanket suspension of the rest of ASOSA.	IF YOU'RE ASKED TO DO SOMETHING DIFFERENT  Check the official instruction.  Speak to your Trade Union School Representative.  If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
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ACTION 34

No circumvention or redistribution of withdrawn work

OFFICIAL ASOSA INSTRUCTION — VERBATIM

34. Members are instructed not to undertake any activity intended directly or indirectly to replace, circumvent, undermine or negate these Action Short of Strike Action instructions, including by redistributing withdrawn work, requiring another member of staff to undertake it, or engaging another member to perform work which would otherwise remain uncompleted because of lawful industrial action.

IN SIMPLE TERMS

Do not replace, redistribute, reassign or otherwise circumvent work withdrawn under ASOSA. Work left undone because of lawful industrial action must not simply be passed to someone else.

Can withdrawn work be redistributed to another member?

No. Action 34 expressly prohibits redistributing withdrawn work or engaging another member to perform it.

Can management rename or redesign a task to get around the action?

Members must not undertake activity intended directly or indirectly to circumvent, undermine or negate the instructions. Report attempts under Action 37.

Can I volunteer to do work another NASUWT member has withdrawn?

No, not where that would replace, circumvent, undermine or negate the action.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 34 NO CIRCUMVENTION OR REDISTRIBUTION OF WITHDRAWN WORK  <i>Stand together Keep the pressure on</i>	IN SIMPLE TERMS What this means Do not replace, redistribute, reassign or otherwise circumvent work withdrawn under ASOSA. Work left undone because of lawful industrial action must not simply be passed to someone else.  DO NOT REDISTRIBUTE, REASSIGN OR REPLACE Work withdrawn by one member remains withdrawn – it must not be given to another member.	KEY QUESTIONS Q Can withdrawn work be redistributed to another member? No. Action 34 expressly prohibits redistributing withdrawn work or engaging another member to perform it. Q Can management rename or redesign a task to get around the action? Members must not undertake activity intended directly or indirectly to circumvent, undermine or negate the instructions. Report attempts under Action 37. Q Can I volunteer to do work another NASUWT member has withdrawn? No, where that would replace, circumvent, undermine or negate the action.	IF YOU'RE ASKED TO DO SOMETHING DIFFERENT  Check the official instruction.  Speak to your Trade Union School Representative.  If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
FAIR WORKLOAD QUALITY EDUCATION RESPECT FOR TEACHERS BETTER SCHOOLS			

ACTION 35

Respecting other recognised unions' lawful action

OFFICIAL ASOSA INSTRUCTION — VERBATIM

35. Members are instructed not to undertake duties which members of another recognised teaching trade union have withdrawn from, or have been instructed not to undertake. Members must not be directed or volunteer to replace such withdrawn labour or otherwise act in a manner that undermines lawful industrial action by another recognised teaching trade union.

IN SIMPLE TERMS

Do not undertake work withdrawn by members of another recognised teaching trade union. Do not volunteer for or accept direction to replace their withdrawn labour.

Can NASUWT members do work withdrawn by another recognised teaching union?

No.

Can I volunteer to cover that withdrawn work?

No. Action 35 expressly says members must not be directed or volunteer to replace such withdrawn labour.

What if management says it is needed to keep the school running?

The published instruction still applies. If a safeguarding emergency arises, the child's welfare remains the priority; otherwise report the issue and seek advice.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 35 RESPECTING OTHER RECOGNISED UNIONS' LAWFUL ACTION 	IN SIMPLE TERMS What this means Do not undertake work withdrawn by members of another recognised teaching trade union. Do not volunteer for or accept direction to replace their withdrawn labour. Different unions, same goal – fairer workloads, better schools.	KEY QUESTIONS Q Can NASUWT members do work withdrawn by another recognised teaching union? No. Q Can I volunteer to cover that withdrawn work? No. Action 35 expressly says members must not be directed or volunteer to replace such withdrawn labour. Q What if management says it is needed to keep the school running? The published instruction still applies. If a safeguarding emergency arises, the child's welfare remains the priority; otherwise report the issue and seek advice.	IF YOU'RE ASKED TO DO SOMETHING DIFFERENT Check the official instruction. Speak to your Trade Union School Representative. If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
FAIR WORKLOAD QUALITY EDUCATION RESPECT FOR TEACHERS BETTER SCHOOLS			

ACTION 36

Work does not accumulate after ASOSA

OFFICIAL ASOSA INSTRUCTION — VERBATIM

36. Members are instructed not to undertake any tasks not completed as a consequence of compliance with these Action Short of Strike Action instructions once the action has ceased. Work not undertaken shall not accumulate for later completion.

IN SIMPLE TERMS

Work not completed because members followed ASOSA does not build up for later. When the action ends, members are not required to catch up tasks that were properly withheld during the action.

What happens to unfinished work when ASOSA ends?

It does not accumulate for later completion.

Can management ask me to “catch up” everything withheld during the action?

No. Action 36 expressly says tasks not completed because of compliance are not to be undertaken once the action has ceased.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity.

School Representatives must not negotiate local variations.

ACTION 36 WORK DOES NOT ACCUMULATE AFTER ASOSA  <i>No backlog No catch-up Move forward together</i>	IN SIMPLE TERMS What this means Work not completed because members followed ASOSA does not build up for later. When the action ends, members are not required to catch up tasks that were properly withheld during the action.  DOES NOT CARRY FORWARD You followed the instructions. You will not be expected to do it later.	KEY QUESTIONS Q What happens to unfinished work when ASOSA ends? It does not accumulate for later completion. Q Can management ask me to “catch up” everything withheld during the action? No. Action 36 expressly says tasks not completed because of compliance are not to be undertaken once the action has ceased.	IF YOU'RE ASKED TO DO SOMETHING DIFFERENT  Check the official instruction.  Speak to your Trade Union School Representative.  If still uncertain, seek Trade Union advice before undertaking the activity. SCHOOL REPRESENTATIVES MUST NOT NEGOTIATE LOCAL VARIATIONS.
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ACTION 37–39

Reporting, local variations & uncertainty

OFFICIAL ASOSA INSTRUCTION — VERBATIM

37. Members are instructed to report any attempt to circumvent these Action Short of Strike Action instructions through their School Representative or, where no representative is available, through their Local Association Secretary, National Executive Member or National Official.

38. School Representatives are instructed not to negotiate local variations to these Action Short of Strike Action instructions.

39. Where uncertainty exists regarding the application of these instructions to a specific activity, members are instructed to seek advice from their recognised trade union before undertaking that activity.

In the event of a genuine safeguarding or child protection emergency, the welfare of the child remains the priority.

IN SIMPLE TERMS

Report attempts to circumvent ASOSA through the stated trade-union routes. School Representatives must not negotiate local variations. If you are genuinely uncertain whether an activity is covered, seek advice from your recognised trade union before undertaking it. Safeguarding and child protection remain the priority.

What do I do if management tries to circumvent the action?

You should continue to follow the action and report it through the School Representative or, if none is available, the Local Association Secretary, National Executive Member or National Official via rc-nireland@mail.nasuwt.org.uk

Can a School Representative negotiate a local variation?

No. Action 38 expressly prohibits this.

What if I am unsure whether an activity is covered?

Seek advice from the recognised trade union before undertaking it.

Do I have to notify my Principal individually that I am participating?

No the NASUWT has notified all schools that the instructions have been issued. This is a legal requirement on Trade Unions. The final instruction does not set out an individual-notification procedure. Follow NASUWT communications and seek advice if the school requests individual notification.

What if my Principal disputes NASUWT's interpretation?

Do not negotiate a local variation. Refer the dispute through the union routes in Actions 37–39.

What if I feel pressured or threatened with detriment?

Keep a written record and contact the School Representative/NASUWT promptly. The final instruction provides the reporting route; individual legal/industrial advice should be obtained on any threatened detriment.

Should I do the task first while waiting for clarification?

No. Action 39 says to seek advice before undertaking the activity where uncertainty exists.

What about genuine safeguarding or child-protection emergencies?

The final statement is explicit: the welfare of the child remains the priority.

ACTION 37–39 Reporting, local variations & uncertainty Continued:

Does ASOSA affect the separate teacher pay process?

The published ASOSA instructions do not address the pay timetable or pay offer. That requires a separate NASUWT communication; no answer should be inferred from these instructions.

Could ASOSA be postponed or suspended later?

The published instruction commences at 00:01 on 28 September 2026. Any later suspension or amendment would require a subsequent authoritative union communication.

IF YOU'RE ASKED TO DO SOMETHING DIFFERENT

Check the official instruction → speak to your NASUWT School Representative → if still uncertain, seek NASUWT advice before undertaking the activity. **School Representatives must not negotiate local variations.**



ASOSA
*Working Together
for a Better Tomorrow*

“ASOSA does not hurt pupils – it gives teachers back the time needed to teach them.”

Engaged Teachers = Brighter Futures

KINDNESS
RESPECT
OPPORTUNITY
BELONGING
BRIGHTER
FUTURES

				
SUPPORTS TEACHERS	IMPROVES TEACHING	BENEFITS PUPILS	ONLY WORKS TOGETHER	PROTECTS EDUCATION
A FAIRER, MORE SUSTAINABLE WORKLOAD	MORE TIME FOR QUALITY LEARNING	HAPPIER CLASSROOMS BRIGHTER FUTURES	UNITY MAKES A DIFFERENCE	TODAY, TOMORROW AND BEYOND

Teachers matter. Pupils matter. Together we make it happen.

NASUWT
The Teachers' Union

*Stronger Together
for Better Schools*

FAIR WORKLOAD
QUALITY EDUCATION
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