



Action short of strike action (ASOSA) applies to all NASUWT members in schools where the Union has a mandate for action, including school leaders, subject to their contractual obligations. This guidance applies specifically to leaders who are employed on the leadership pay spine of the School Teachers' Pay and Conditions Document (STPCD), and who are headteachers, deputy headteachers, assistant headteachers and lead practitioners. Please note that leadership members may have other leadership roles and titles in a school or academy trust; however, the basic principle is that if you are paid on the leadership pay spine, this guidance will apply.

Directed time

While the specified 195 working days and 1,265 hours of directed time may not apply to school leaders, leaders do have a right to a reasonable work/life balance and are not exempt from the provisions of the Working Time Regulations 1998, including a maximum working week of 48 hours.

Action instructions and guidance

1. Refuse to undertake inappropriately directed duties outside school session times

While leaders are not bound by the 1,265 hours' directed time limit, they do have a right to a reasonable work/life balance and may not be required to exceed the 48-hour working time limit under the Working Time Regulations 1998.

2. Refuse to be directed to undertake extracurricular activities

All extracurricular activities are voluntary. No teacher should be directed to carry out such activities unless they wish to do so.

3. Refuse to be directed to undertake midday supervision of pupils

School leaders are entitled to a reasonable break as close to the middle of the school day as is reasonably practicable, which may be during a school session or the pupils' lunch break. Teachers, including headteachers, should not be required to undertake midday supervision of pupils, unless this is a specific provision in their contract. Such supervision of pupils is not a good use of a teacher's/headteacher's time and does not require the skills and judgement of teachers/headteachers.

It is the NASUWT's position that a leader's midday break should be a minimum of 30 minutes.

4. Refuse to be directed to undertake any work-related tasks or activities during their lunch break

Leaders should not supervise pupils in their specified lunch break, whether that is during the school lunch break or during a school session.

5. Refuse to be directed to undertake work-related tasks or activities on weekends and Bank Holidays

Teachers on the leadership scale may not be required to work on weekends and Bank Holidays unless their contract requires it.

6. Refuse to be directed to undertake any other duties during planning, preparation and assessment (PPA) time

PPA time is an overarching right for all teachers who have a timetabled teaching commitment. A teacher must not be required to carry out any other duties during the teacher's PPA time.

7. Refuse to cover for absence other than in circumstances which are not foreseeable

'Rarely cover' is a contractual right for school leaders. School leaders may be asked to organise cover as part of their role. However, leaders should not routinely be asked or expected to cover for foreseeable absence.

8. Refuse to undertake routine administrative and clerical tasks

School leaders should not be carrying out tasks which do not require the exercise of a teacher's professional judgement, and therefore should not be carrying out tasks that should be in the remit of the school's administration team. Please refer to the list of tasks in our ASOSA guidance on routine administrative and clerical tasks.

9. Refuse to co-operate with mock inspections

School leaders are not contractually required to carry out or take part in mock inspections. Ofsted has confirmed that evidence of mock inspections is not required for the purpose of statutory school inspection.

10. Refuse to co-operate with inappropriate planning, marking and data management policies, practices and initiatives which have not been workload impact assessed and the subject of consultation or agreement with the NASUWT

Planning, marking and data and assessment policies should comply with the reports published by the Independent Teacher Workload Review Group, endorsed by the Department for Education (DfE) and Ofsted, on planning, marking and data management. They should also be consistent with the recommendations of the Group's follow-up report on data, Making Data Work. Copies of all these reports are available here.

Further information:

The contractual framework for most teachers and school leaders can be found in the STPCD 2023.

