



Introduction

Taking action short of strike action (ASOSA) is an effective way for NASUWT members to address workload and working time issues without resorting to a full strike. This guidance outlines steps and strategies for NASUWT activists and members to consider when taking ASOSA.

Request a copy of your school's directed time calendar

The directed time calendar outlines the hours that are allocated for professional duties, including timetabled teaching time.

Requesting and thoroughly examining the directed time calendar is a fundamental step in understanding your workload and working time, allowing you to address any disparities effectively. It provides essential data to support your collective ASOSA.

- Share the calendar with your NASUWT colleagues to assess it collectively. If your school does not currently have an NASUWT Workplace Representative, take this opportunity to elect a contact or rep. Any advice and support needed to do this can be provided by your Local Association Secretary and/or Regional Centre.
- Analyse the calendar to ensure it aligns with your contractual obligations and allows for a reasonable workload.
- Use the NASUWT directed time checklist to assist: www.nasuwt.org.uk/TimeForALimit.
- Compare the calendar with your actual workload and raise concerns if there are discrepancies.

The Union has produced a directed time checklist, directed time guidance and a directed time flowchart to help you with this process, which can be found at: www.nasuwt.org.uk/TimeForALimit.

Note: check your school contract as not all schools operate under the School Teachers' Pay and Conditions Document (STPCD), which allows provision of 1,265 hours per year.

Meet with the headteacher

Request a meeting to discuss solutions, presenting your evidence to support your case. Communicate your concerns and proposed actions whilst maintaining an open and respectful communication throughout.

Take our ASOSA instructions and guidance so that you can audit your school against the instructions.

Hold a meeting with members after this meeting and report on any feedback related to final issues before you revert to the headteacher.

Take action

- Implement our campaign, adhering strictly to the Union's ASOSA.
- Ensure that all NASUWT members are informed and follow the instructions consistently.

Celebrate your wins

- Celebrate any successes and ensure they are well publicised in the school staff networks, emphasising any collegiate working with the senior leadership team as applicable.
- Let your Local Association Secretary know of these so that good news can be shared on regional and national social media.
- Use the outcomes to recruit new members.

Support from the NASUWT

Contact your National Executive Member or Regional Office for guidance, legal advice and support during the action.

The NASUWT can provide resources, expert advice and assistance with negotiations.

Conclusion

Taking ASOSA on workload and working time is an effective means to advocate for positive changes whilst minimising disruption to the education of children and young people.

By following the Union's instructions, NASUWT members can work collectively to address these concerns and take control of their working lives.

