

### What support is available for contacts?

Being a contact ensures that you and other members at your workplace will have a direct link to the NASUWT's network of local and national support.

You and the members in your workplace are part of a Local Association led by other serving teachers.

Members and Local Associations have access to the NASUWT's professional staff operating in the NASUWT Wales National Centre in Cardiff.

The NASUWT's website provides comprehensive, easily accessible online support, advice and information for contacts.

#### For more information



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## KEEPING IN CONTACT

Helping us to help you



*The largest teachers' union in Wales*

This leaflet contains essential information for members interested in becoming a workplace contact for the NASUWT.

As the largest teachers' union in Wales, the NASUWT has trained Representatives in many schools, supporting and advising members on issues such as health and safety, discipline, grievances and equality, communicating information to them and supporting workplace learning.

The NASUWT recognises that although not everybody wants to become involved at this level, many members have told the NASUWT that they are willing to support Union activity by ensuring that members in the workplace are well informed about the latest developments in education policy and by acting as a communication link between the Union and its members. **It is for this reason that the NASUWT is developing a network of workplace contacts.**

### **Who can become a workplace contact?**

Any member of the NASUWT in a workplace can volunteer to the NASUWT to become a contact in those workplaces where there is no accredited NASUWT Representative.

### **What does a workplace contact do?**

The NASUWT recognises that teaching is a very challenging and time-consuming role but we also know that there has never been a more important time to ensure that members are directly linked to the NASUWT to ensure that they are receiving the information, advice and support that they need.

The workplace contact provides that vital link by:

- updating the Union notice board with the information the Union regularly provides;
- receiving information from the NASUWT and bringing it to the attention of members either via the notice board or circulating it directly to members as appropriate;
- prompting members to respond to ballots or surveys;
- reminding members, from time to time, to inform the NASUWT of any changes to their membership information;
- welcoming a trainee or newly qualified teacher and any teachers new to the workplace, and passing on information about the benefits of being a member of the NASUWT;
- publicising NASUWT events and training courses;
- communicating any concerns members may have to the NASUWT to enable advice and support to be provided to them.

**All the information you will need is provided by the NASUWT.**

### **Why are contacts important?**

As members of a democratic union, you and the other members in your workplace are vital to the effectiveness of the NASUWT in representing the interests of members. As a democratic, member-led organisation, the NASUWT seeks to ensure member input to inform policy and decision making.

## Pa gymorth sydd ar gael ar gyfer unigolion cyswllt?

Mae bod yn unigolyn cyswllt yn sicrhau bod gennych chi ac aelodau eraill yn eich gweithle gysylltiad uniongyrchol â rhwydwaith NASUWT o gymorth lleol a chenedlaethol.

Rydych chi a'r aelodau yn eich gweithle'n rhan o Gymdeithas Leol sy'n cael ei harwain gan gyd-athrawon.

Mae Aelodau a Chymdeithasau Lleol yn gallu cael gafael ar staff proffesiynol NASUWT sy'n gweithio yng Nghanolfan Genedlaethol NASUWT Cymru yng Nghaerdydd.

Mae cymorth, cyngor a gwybodaeth gynhwysfawr a hwylus ar gyfer unigolion cyswllt ar gael ar-lein ar wefan NASUWT.

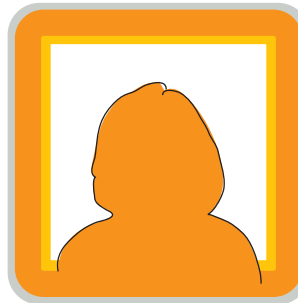
Mae gwefan NASUWT yn darparu cefnogaeth, cyngor a gwybodaeth ar-lein cynhwysfawr a hygyrch i bobl cyswllt.

### I gael rhagor o wybodaeth

**NASUWT CYMRU**  
Undeb yr Athrawon  The Teachers' Union

Clos Greenwood  
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Caerdydd CF23 8RD  
Ffôn: 029 2054 6080  
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Gwefan: [www.nasuwt.org.uk](http://www.nasuwt.org.uk)

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**NASUWT CYMRU**  
Undeb yr Athrawon  The Teachers' Union

## CADW MEWN CYSYLLTIAD

Ein helpu ni i'ch helpu chi



*Yr undeb athrawon mwyaf yng Nghymru*

Mae'r daflen hon yn cynnwys gwybodaeth hanfodol i aelodau sydd â diddordeb mewn dod yn gyswllt NASUWT yn y gweithle.

NASUWT yw undeb athrawon mwyaf Cymru. Mae gan yr undeb Gynrychiolwyr wedi'u hyfforddi mewn sawl ysgol, sy'n cefnogi ac yn rhoi cyngor i aelodau ar faterion fel iechyd a diogelwch, disgyblaeth, cwynion a chydaddoldeb. Maent yn cyfleu gwybodaeth i aelodau ac yn cefnogi dysgu yn y gweithle.

Mae NASUWT yn cydnabod, er nad yw pawb eisiau cyfranogi ar y lefel yma, bod llawer o aelodau wedi dweud wrth NASUWT eu bod yn barod i gefnogi gweithgareddau'r Undeb drwy sicrhau bod aelodau yn y gweithle wedi'u hysbysu'n dda am y datblygiadau diweddaraf mewn polisi addysg a thrwy weithredu fel dolen gyfathrebu rhwng yr Undeb a'i aelodau. **Am y rheswm yma y mae NASUWT yn datblygu rhwydwaith o gysylltiadau yn y gweithle.**

### **Pwy sy'n cael dod yn gyswllt yn y gweithle?**

Gall unrhyw aelod o NASUWT mewn gweithle wirfoddoli i NASUWT i ddod yn gyswllt yn y gweithleoedd hynny lle does dim Cynrychiolydd NASUWT wedi'i achredu.

### **Beth mae cyswllt yn y gweithle yn ei wneud?**

Mae NASUWT yn cydnabod bod dysgu'n rôl heriol iawn ac yn cymryd llawer o amser ond rydym yn gwybod hefyd nad oes amser pwysicach wedi bod erioed i sicrhau bod aelodau wedi'u cysylltu'n uniongyrchol gyda NASUWT i wneud yn siŵr eu bod yn derbyn yr wybodaeth, y cyngor a'r gefnogaeth y maent ei angen.

Mae'r cyswllt yn y gweithle'n darparu'r ddolen hanfodol honno drwy:

- ddiweddarau hysbysfwrdd yr Undeb yn rheolaidd gyda'r wybodaeth y mae'r Undeb yn ei darparu;
- derbyn gwybodaeth gan NASUWT a dod ag o i sylw aelodau naill ai drwy'r hysbysfwrdd neu ei ddisbarthu'n uniongyrchol i aelodau fel y bo'n briodol;
- hybu aelodau i ymateb i bleidleisiau neu arolygon;
- atgoffa aelodau, o bryd i'w gilydd, i roi gwybod i NASUWT am unrhyw newid i'r wybodaeth am eu haelodaeth;
- croesawu athro/athrawes dan hyfforddiant neu athro/athrawes newydd gymhwyso ac unrhyw athrawon sy'n newydd i'r gweithle, a phasio gwybodaeth ymlaen am fanteision bod yn aelod o NASUWT;
- rhoi cyhoeddusrwydd i ddigwyddiadau a chyrtsiau hyfforddi NASUWT;
- cyfathrebu unrhyw bryderon sydd gan yr aelodau i NASUWT fel y gallent roi cyngor a chefnogaeth iddynt.

### **Bydd yr holl wybodaeth y byddwch ei hangen wedi'i darparu gan NASUWT**

### **Pam fod cysylltiadau'n bwysig?**

Fel aelodau o undeb democrataidd, rydych chi ac aelodau eraill yn eich gweithle'n hanfodol i effeithiolrwydd NASUWT am eich bod yn cynrychioli buddiannau aelodau. Fel sefydliad democrataidd, dan arweiniad aelodau, mae NASUWT yn ceisio sicrhau cyfraniad gan yr aelodau i hysbysu polisiau a phenderfyniadau.