

ACTIONS TO TAKE THIS TERM

NASUWT Workplace Representatives need to ensure that the following actions take place as soon as possible.

1. Call a meeting of members to elect the Workplace Representative, assistant representative and health and safety representative.
2. Notify the NASUWT Northern Ireland Centre of those elected.
3. Notify your principal of the names of those elected and ensure that they receive the facility time to which they are entitled. Accredited Workplace Representatives are entitled to leave with pay on the following basis:
 - 5-30 members, one period per week;
 - 31-60 members, two periods per week;
 - over 60 members, three periods per week.

(In primary schools, at least 30 minutes should be allowed for one period.)

4. Ask for a copy of the school's cover policy. See <https://www.nasuwt.org.uk/advice/cover/cover-in-northern-ireland.html> and Appendices I and II of TNC 2011/8 The Workload Agreement (<https://www.education-ni.gov.uk/publications/workload-agreement>) for more information on cover.
5. Ensure that arrangements are in place for each teacher to be given a time budget before the beginning of the next academic year which gives due regard to the individual responsibilities of each teacher. TNC 2011/8 The Workload Agreement requires the principal to seek to agree with each teacher the range of activities/duties which that teacher will undertake and the amount of time which that teacher will spend on each of these.
5. Meet with your principal to discuss next year's timetable. Ensure that no teacher is required to teach beyond the maximum teaching limits. It is important that you ensure that time for cover is included within the teaching limit.

The contractual position on cover is contained in TNC 2011/8 The Workload Agreement. It defines cover as, 'any occasion where the teacher normally responsible for teaching the class is absent and a teaching colleague is required to teach the class. **Cover therefore is included within the teaching limit** of 25 hours in any week in a primary school or special school and 23.5 hours in any week in a secondary school.'

6. Notify the NASUWT if there are plans to increase class sizes in practical subjects beyond the legal limits. Please see <https://www.nasuwt.org.uk/advice/in-the-classroom/class-sizes/class-sizes-in-northern-ireland.html> for further information.



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