



**Empowering Primary Teachers**  
*Empowering You*

## TACKLING YOUR WORKLOAD

*Tired of regularly working in the evening and during weekends and holidays?*

*Bogged down by administration, deep marking and pointless planning?*

*Burdened by continual preparation and paperwork in case an inspector calls?*

*Health and wellbeing suffering because of excessive workload?*

Only NASUWT members are covered by lawful action short of strike action instructions, designed to make a real difference to reducing excessive workload and to provide you with working conditions which enable you to focus on teaching and learning.

Implement the instructions summarised below. Empower yourself as a professional.

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### **Classroom Observation**

Members are instructed not to:

- participate in any form of management-led classroom observation in any school which refuses to operate a policy of a limit of a total of three observations for all purposes within a total time of up to three hours per year;
- carry out classroom observation in any school which refuses to accept that there will be a limit of a total of three observations for all purposes within a total time of up to three hours per year;
- organise or co-operate with any arrangements which involve pupils commenting on, or observing the work of, teachers or being involved in decision making about teachers' roles, responsibilities, pay or promotion.

Members should refuse to be observed teaching by anyone who does not have qualified teacher status (QTS).

### **Inspection**

Members are instructed not to:

- participate in mock inspections commissioned by the school, sponsor/provider or local authority;
- undertake or co-operate with any preparation for a Section 5 or Section 8 Ofsted inspection commissioned by the school, sponsor/provider or local authority.

### **Reports to Parents**

Members are instructed to produce only one written report annually to parents.

### **Existing Policies and Working Practices**

Members are instructed to refuse to implement any existing management-led policies and working practices which have not been workload impact assessed and agreed by the NASUWT.

### **New Initiatives and Policies**

Members are instructed to refuse to implement any new management-led working practices or policies which have not been workload impact assessed and the subject of consultation and agreement with the NASUWT.

### **Meetings and the School's Directed Time Calendar**

Members are instructed not to attend any meetings outside school session times which are not within directed time and where there is no published directed time calendar for the academic year which has been agreed with the NASUWT.

Members should refuse to agree to timetable changes where no sound educational reasons have been given for the change.

### **Lesson Plans**

Members are instructed not to submit lesson plans to members of the senior management team or anyone acting on behalf of the senior management team.

### **Planning, Preparation and Assessment (PPA) Time**

Members should ensure that they have on their timetable a minimum of 10% guaranteed time for PPA.

Members will refer any failure to provide the time to the NASUWT to implement the procedure for refusing to teach their timetabled lessons, unless all members at the school are guaranteed on their timetable a minimum of 10% timetabled time for PPA.

Members should only undertake in PPA time planning, preparation and assessment activities which they determine are appropriate to support their timetabled lessons.

Members should refuse to accept the direction of the headteacher to undertake any other activity, including cover, in PPA time.

### **Leadership and Management Time**

Members paid on the leadership spine or in receipt of a Teaching and Learning Responsibility (TLR) payment should refuse to undertake any leadership or management responsibilities unless they have their contractual allocation of dedicated timetabled time to support the discharge of these responsibilities.

Members should refuse to undertake leadership and management activities without being paid a TLR or on the leadership spine.

### **Dedicated Headship Time**

Headteacher members with a 50% or more timetabled teaching commitment should refuse to undertake their teaching commitment unless they have an allocation of dedicated headship time on their timetable.

### **Cover for Absence**

Members should refuse to cover for absence.

### **Lunchtime Supervision**

Members should refuse to undertake supervision of pupils during the lunch break.

### **Administrative and Clerical Tasks**

Members should refuse to undertake administrative and clerical tasks as exemplified in Annex 4 of the STPCD.

### **Excessive Workload and Marking and Assessment Policies**

Members are instructed to refuse to comply with any marking and assessment policy which generates excessive workload and/or has not been agreed with the NASUWT.

Until such time as a policy agreed with the NASUWT is introduced, members will mark and assess pupils in a manner consistent with the principles set out in the Union's guidance.

## TAKING CONTROL OF YOUR PAY AND PERFORMANCE MANAGEMENT

*Tired of being unfairly denied pay progression?*

*Pressurised by imposed, unrealistic objectives/targets based on pupil results?*

*Fed up of observations, book trawls, learning walks and drop ins?*

All children and young people are entitled to be taught by those who are recognised and rewarded as highly skilled professionals.

Implement the NASUWT instructions below and take a step towards securing the pay progression to which are entitled.

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### Appraisal/Performance Management

Members are instructed not to participate in any appraisal/performance management process which does not conform to all elements of the NASUWT appraisal/performance management checklist and the classroom observation protocol.

### Pay and Pay Progression

Members are instructed not to agree or to participate in any arrangements for the implementation of any pay policy for teachers which does not conform to all the elements of the NASUWT pay policy checklist.

Full details of all the instructions and implementation guidance can be found on: [www.nasuwt.org.uk/IndustrialActionEngland](http://www.nasuwt.org.uk/IndustrialActionEngland)

*Need help and support?*

**Talk to us**

03330 145550

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