

Getting Started

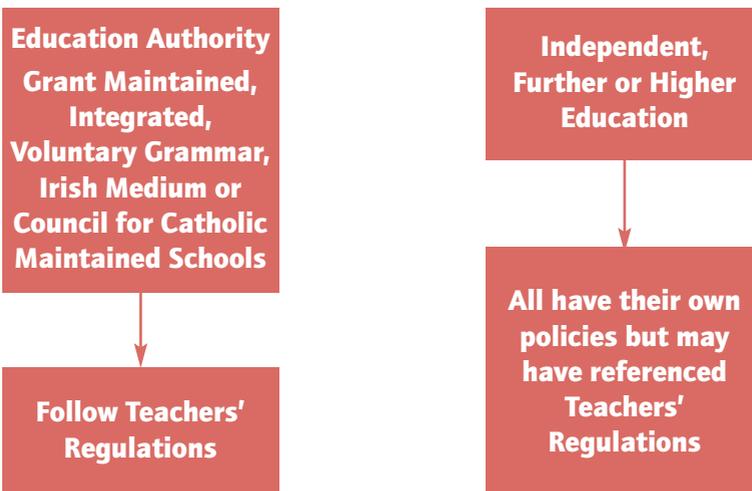
This section contains information to help you identify on which contract you will be employed.



The NASUWT is committed to supporting and protecting the interests of all newly qualified teacher members. In whatever type of school you teach, you will have the full backing of the largest teachers' union in Northern Ireland and the UK. Support is provided to new teachers through our Northern Ireland Centre.

In Northern Ireland, public education is administered centrally by the Department of Education (DE), locally in controlled schools by the Education Authority (EA) and in maintained schools by the Council for Catholic Maintained Schools (CCMS).

Which contract are you on?



For teachers employed in schools, their terms and conditions of employment and pay scales are contained within the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987.

Further information can be found at www.education-ni.gov.uk.

It feels fantastic to have the chance to truly voice concerns, questions and experiences when you know professional advice and support will be given by the NASUWT.

Beginning Teacher



For more information and advice about starting your teaching career, visit:
www.nasuwat.org.uk/NewTeachers

Finding Your First Teaching Post

This section contains advice and guidance to help you secure your first teaching post, including making an application and preparing for an interview.



Finding a Vacancy

- Start looking for a job as soon as possible and definitely by the Spring term of your final year.
- Check the *Belfast Telegraph Job Finder* either online or in the Tuesday or Friday paper and the Irish News on a Thursday. Note that the EA and CCMS no longer advertise in the press.
- Check the EA website for vacancies in controlled schools www.eani.org.uk/i-want-to/apply-for-a-job.
- Check the CCMS website for vacancies in Catholic Maintained Schools www.onlineccms.com.
- Check the Northern Ireland Council for Integrated Education (NICIE) website for vacancies in Grant Maintained Integrated schools www.nicie.org/get-involved/school-vacancies.
- Check vacancies in the FE colleges through the CollegesNI website www.collegesni.ac.uk/recruitment.asp.
- Ensure that your social media profiles are set to private. Many employers check them.
- Consult the NASUWT online resource for advice on compiling your letter of application and CV at www.nasuwt.org.uk/FindingYourFirstTeachingPost.
- Consider substitute teaching as an option if a permanent placement is unavailable.
- Speculative applications to schools can be successful if they are received at the appropriate time or if they make such an impression that the school keeps your application on file.
- You can identify vacancies through contacts. Friends and course tutors may have contacts who inform them of vacancies that arise. Be alert to job vacancies from contacts you may make during your teaching practice placements.

Making an Application

- Take careful note of guidance on the appointments procedure and follow the employers' instructions.
- Prepare a rough draft of the application first.
- Ensure that your knowledge, experience and skills are matched to each criterion on the person specification when you write your supporting statement.
- Make sure that your application is clear and easy to read.
- Unless you are applying online, use a good quality black pen, as your form may need to be photocopied.
- Word process your supporting statement and attach it as a separate document.
- Check carefully your spelling and grammar.
- Ask someone to check the application before you submit it.
- Keep a copy of your application. You will need to remember what you said when preparing for an interview and it can be referred to when completing other applications.
- Write a supporting letter unless stated otherwise. This will provide you with an opportunity to set yourself apart from other candidates. The letter is an opportunity to get your personality across, but should be concise.
- Every job is different so whilst previous applications can be used as a template, make each application as specific and targeted as possible.
- Use evidence-based examples that are relevant to the job description and person specification.

Finding Your First Teaching Post

The Interview

- Gain as much intelligence about the school as you can before the interview. If it is feasible, visit the school prior to the interview. Request the opportunity to do so. Most schools have a website. Check it out. Make reference to the information from your visit or the website in your responses.
- Think about questions that you may be asked and prepare key points you want to make when answering.
- Think about your body language and use of eye contact with the person asking you the question.
- Ask for further clarification if you do not understand the question asked.
- Decide whether you are prepared to accept the post if offered during the course of the interview. This may be the final question asked. If you do not wish to take up the post, tell them so.
- Be prepared to ask the panel questions you have prepared beforehand at the end of the interview. Make sure that they are well considered and do not ask questions for the sake of it, particularly if your question has been covered during the interview. If it has, say so.
- Prepare by rereading your application form and developing examples of situations where you have demonstrated your skills and competencies.
- Be prepared for the fact that some schools may use pupils in the interview process. The NASUWT has produced detailed guidance on this in our *Student Voice* publication, which is available on the website www.nasuwt.org.uk.
- If you are asked an unexpected question, take a moment to consider your reply before answering.
- Give appropriate examples to illustrate and support your answers.

“As a union, the NASUWT is in constant contact with its members – I feel very much aware of my rights as a teacher.

Beginning Teacher



For more information and advice about finding your first teaching post, visit:

www.nasuwat.org.uk/FindingYourFirstTeachingPost

Your Appointment

This section contains advice and guidance to assist in preparing for your first teaching post.



After the Interview

Following a successful interview, you should receive a formal written offer of the post that sets out the conditions of appointment.

This should include:

- the nature of the contract, i.e. permanent or temporary;
- the date of commencement;
- the starting salary;
- the definition of the post. (This may be in the form of an accompanying job description. If this is not included, it should be issued shortly after you take up the post.)

Either before or shortly after you commence, you should receive a copy of your conditions of employment, which should only be signed if it complies with the definition of the post that you were offered. If you are unsure, you should take advice from the NASUWT.

If you have been unsuccessful, always ask for a debriefing to enable you to use this information to support your next application. If you are unhappy about any aspect of the appointment process, including if you believe you have been discriminated against, contact the NASUWT for advice.

Fitness to Teach

It is important that you are able to meet the medical fitness requirements of teaching. The responsibility for determining medical fitness rests with your employer, who may require you to undergo a medical examination before, or shortly after, taking up your appointment.

There is a legal duty on employers, when making a decision regarding whether a teacher is fit to teach, to take into account any reasonable adjustments to assist the teacher in carrying out their duties.

Employers are also prohibited from asking potential employees questions relating to their health before a job offer is made. If the report of the medical officer is unfavourable, contact the NASUWT for advice on formulating an appeal.

Teachers with a Disability

A disability should not automatically prevent a teacher from teaching. It is the legal responsibility of the employer to make reasonable adjustments to the working environment to accommodate employees who have declared that they have a disability.

If you believe that you may have been refused employment or have faced discrimination on the grounds of disability, contact the NASUWT.

Visiting Your New Workplace

Your new employer may invite you to visit your new workplace before taking up your post, but if this is not the case, take the initiative. Contact the school and ask when would be convenient. This visit will give you a feel for the school and make your first day of term a lot easier. This is a valuable opportunity to meet pupils and prospective colleagues.

You may wish to make contact with the NASUWT Workplace Representative/contact in the school, who will be pleased to provide you with advice and information.

Your Appointment

Appointment Checklist

The type of school a new teacher works in may influence the type of information available. However, beginner teachers should make sure that they have access to the essential items in the checklist below and should endeavour to obtain the desirable items if possible. If you are experiencing any difficulties acquiring this information, contact your NASUWT Workplace Representative/contact or the NASUWT.

Essential	Desirable
<ul style="list-style-type: none"> • A letter of appointment. • A copy of your conditions of employment, including salary. • A job description. • A contract of employment. 	<ul style="list-style-type: none"> • Details of the school's induction programme. • A staff handbook. • A copy of the school's pupil behaviour policy. • The school's collective agreements and personnel policies, including: <ul style="list-style-type: none"> • pay; • equal opportunities; • health and safety; • staff grievance, disciplinary and capability procedures; • sickness absence; • appraisal/performance management; • leave of absence.



“The NASUWT provides considered and useful advice that specifically addresses the problems.

Beginning Teacher”



For more information and advice about your first appointment, visit:

www.nasuw.org.uk/BeingAppointed

Getting Registered

This section contains information about the requirement for you to be registered now that you are a qualified teacher.



General Teaching Council for Northern Ireland

In Northern Ireland, if you want to teach, you must be registered with the General Teaching Council for Northern Ireland (GTCNI).

The GTCNI is responsible for:

- the supply and retention of the teaching workforce;
- the quality of the teaching workforce;
- the regulation entry into the profession;
- investigating criminal sanctions which are automatically referred to it;
- the regulation of teacher conduct.

There is a registration fee which you must pay directly to the GTCNI in the case of substitute teachers. The fee is collected automatically from the salaries of permanent teachers.

More information can be obtained at www.gtcni.org.uk.

Criminal Record Checks

Responsibility for undertaking criminal history background checks falls to AccessNI.

AccessNI provides three types of disclosures: Basic, Standard and Enhanced.

All grant-aided schools request an Enhanced Disclosure (ED) Certificate to obtain pre-employment criminal history on all prospective employees, volunteers and school governors. The ED contains details of any convictions, as well as cautions, warnings and reprimands, held by the police. It also contains non-conviction information held on police records or by other law enforcement agencies deemed to be relevant to the post being applied for.

In addition, the ED includes a check against the DE's List of Unsuitable People (UP List).

The application fee for an ED is £33. The payment of the fee is the legal responsibility of the applicant. However, in practice, many employers pay the fee on behalf of the applicant.

For those wishing to undertake substitute teaching, it is important to note that schools and employing authorities must only employ substitute teachers who are listed on the Northern Ireland Substitute Teacher Register (NISTR) to ensure that they have passed the necessary checks.

Members applying for a job are advised to disclose all convictions, cautions, warnings, reprimands and bindovers.

This should be done regardless of how old the conviction is or whether it is totally unrelated to the role of teaching. Failure to disclose any information that is subsequently discovered could lead to a dismissal.

If a member believes the information revealed on the ED is inaccurate or incorrect and wishes to make representations to AccessNI, the member should contact the registered body who made the application and ask them to raise a dispute in writing. Applicants have a three-month time limit (90 days) from the date of issue of a certificate in which to raise a dispute. Members with concerns in this regard should seek advice from the NASUWT.

If you have a criminal conviction and are concerned about its nature and potential impact on any job application, you should contact the NASUWT for advice.

A criminal conviction does not always automatically mean you cannot teach. It will depend on its relevance to your employment.

For more information and advice about your first appointment, visit:

www.nasuwt.org.uk/NewTeachers

Your Induction

This section contains essential information about your rights as a new teacher undertaking induction.



Key Rights

The key rights that beginning teachers should expect to receive when going through the induction period as listed in this section:

- a reduction in timetabled teaching time;
- to normally serve their induction period in a post that involves similar planning, teaching and assessment processes to those in which teachers working in substantive posts in the school are engaged;
- to have an assigned teacher-tutor who is fully trained and who should be fully aware of their professional responsibilities towards beginning teachers;
- to only teach children with severe behavioural problems if additional support is provided;
- an allocation of seven days of substitute cover during their induction year to allow them to participate in EA in-service training (INSET) and internal INSET within the school;
- to serve their induction period in a post that involves regular teaching of the same class;
- to receive regular feedback and support on their progress;
- to receive a comprehensive programme of support during their induction period;
- to be given early warning of any perceived problems or difficulties with their progress;
- to be treated as a professional.

If you feel that you are not getting access to the key rights and appropriate support that would allow you to be successful in induction, you should contact the NASUWT Northern Ireland Centre. Failure to complete the induction period satisfactorily means that the beginning teacher is no longer eligible to be employed as a teacher.

If you believe you are in danger of failing your induction period, or you have been told that you are likely to fail your induction period, you should contact the NASUWT Northern Ireland Centre for advice straightaway.

The NASUWT's aim that all beginning teachers have the best and the most effective start to their career is central to the Union's strategy to support beginning teachers. The NASUWT is committed to ensuring that all beginning teachers should have a statutory right to high-quality support and induction, including access to early professional development. Access to guaranteed employment for beginning teachers is a prerequisite for ensuring that they get off to the best possible start in their careers and the NASUWT is campaigning for this to be an entitlement.

The NASUWT also understands that for most beginning teachers, the actual process of developing skills and abilities through the induction process is of key importance. Beginning teachers will face many challenges during the induction year.

Continuing Support from the NASUWT

If members experience any difficulties during their induction programme, they should contact the NASUWT immediately. Delay in doing so can hinder the resolution of problems.

Induction is meant to support a beginning teacher, not to be a punitive process.

The NASUWT offers a wide range of professional advice and support for beginning teachers undertaking induction.

The NASUWT also provides free professional development seminars to all beginning teacher members before they enter the classroom.

The NASUWT's Preparing For Your First Teaching Post seminars offer important information about the induction process, as well as other areas of professional practice. Follow-up seminars for beginning teachers throughout the induction year add to the package of support.

For more information about your induction rights, visit:

www.nasuwt.org.uk/InductionPeriod

Your Teaching Practice

This section provides advice and tips surrounding observations of your teaching practice.



Why Observations are Important

Observations of beginning teachers' teaching practice during the induction period, if utilised correctly by the school, can be an effective aid to beginning teachers' development and progress.

Before the Observation

The objectives of each observation should be agreed between the beginning teacher and the induction mentor/supporter prior to the observation taking place.

Each observation should highlight your strengths and areas for further development within a specified aspect of the professional competencies.

If your first observation is not following this path, you should arrange a discussion with your induction mentor/supporter. Most problems can be ironed out informally. However, if a problem persists, you may want to discuss the matter with your headteacher. You should also keep notes of any discussions.

If you have concerns about the range of people observing your practice and these concerns cannot be resolved in the school, you should contact the NASUWT as soon as possible.

After the Observation

The NASUWT adheres to the principle that a beginning teacher's teaching practice should be observed at intervals throughout the induction period.

If, however, you believe you are being over-observed, you should talk to your induction mentor/supporter in the first instance.

In these circumstances, you should always keep the NASUWT informed and updated so the Union can advise and support.

The NASUWT is clear that over-observations of beginning teachers is counterproductive and will not aid the developmental process that induction is intended to be.

Additionally, if observations of teaching practice are to be beneficial to the development of beginning teachers, the objectives of observations should be agreed in advance and every observation should be followed by a discussion and feedback to analyse the lessons observed.

The ensuing discussion and written and local feedback should be positive and constructive and should point out what beginning teachers are doing well, as well as areas which need to be developed.

A brief written record should be made after every observation. This should cover the agreed development objectives, indicate where further development is needed and where objectives should be revised in light of the observation. If the school does not have a formal process for recording discussion post-observation, beginning teachers should make sure they keep their own records.



I feel a valued part of the Union.

Beginning Teacher



For more information and advice about starting your teaching career, visit:

www.nasuwat.org.uk/NewTeachers

Your Salary

This section provides information about your salary and pension rights.



Salary

The rates of pay for teachers in Northern Ireland are contained in Schedules 1, 2 and 3 of the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987.

More information on pay scales in Northern Ireland can be found on the NASUWT website at www.nasuwt.org.uk/NorthernIrelandPay.

As soon as new pay scales are released they are posted on the NASUWT website at www.nasuwt.org.uk/NorthernIrelandPay.

Teachers' Pension Scheme (TPS)

Full-time teachers will be in the Northern Ireland Teachers' Pension Scheme (NITPS) automatically. Part-time employees are automatically members of the NITPS unless they opt out of the Scheme.

The NASUWT strongly recommends that all teachers maintain their membership of the NITPS. Teachers on existing non-pensionable part-time contracts will remain outside of the NITPS unless they make an election to opt in, are auto-enrolled or until they enter into a new contract.

You are entitled, if you wish, to make your own pension arrangements but the strong advice of the NASUWT is that teachers are generally far better off with the guaranteed, index-linked and defined benefits of the Teachers' Scheme.

At present, there are no arrangements for the transfer of pension credits from the NITPS applicable to teachers in the Republic of Ireland. Teachers transferring from the Republic of Ireland to teach in Northern Ireland cannot therefore transfer pension credits from the Republic of Ireland into the NITPS.

Useful Contacts

NASUWT Northern Ireland – 028 9078 4480 rc-nireland@mail.nasuwt.org.uk

Department of Education (DE) – 44(0)28 7131 9000 Email: teachers.pensions@deni.gov.uk

Wesleyan – 0800 358 0325 <http://wesleyan.co.uk/professions/teachers>

The Pensions Advisory Service (TPAS) – 0300 123 1047 www.pensionsadvisoryservice.org.uk

Pensions Ombudsman Service (TPO) – 020 7630 2200 www.pensions-ombudsman.org.uk

“I appreciate being valued as a professional and being treated like a professional. The NASUWT puts on lots of events that empower us individually and collectively.

Beginning Teacher”



For more information about teachers pensions, visit:

www.nasuwt.org.uk/Pay

Staying Safe

This section contains advice on how to reduce the risk of assaults in school.



Assaults

Teachers do an excellent job in maintaining discipline in schools, but in a small minority of cases problems arise.

There are some measures that can be taken to reduce the risk of an incident or prepare you if one does occur. They include:

- Ensuring you are never entirely alone with a pupil, this might be achieved by arranging for a colleague to be working nearby or leaving the classroom door open.
- Familiarising yourself with school policies, particularly child protection, behaviour management and using technology, which should include:
 - physical contact with pupils;
 - meetings with pupils;
 - relationships with pupils out of school;
 - appropriate use of social media;
 - contact with pupils outside of school;
- Learn about the age, ability and special educational requirements of your pupils.
- Ensure you know how to summon assistance and who to contact.
- Seek advice from the NASUWT.
- Keep a written record of any incidents.
- You may be asked but not required to search a pupil. NASUWT advice is that searches should only be conducted by the headteacher or someone specifically employed to undertake pupil searches.

“ I feel very well supported by the NASUWT. Lots of professional development courses available. Lots of care for new teachers.

Beginning Teacher”



For more information about staying safe in school, visit:

www.nasuw.org.uk/Assaults

Using Technology Safely

This section provides information to help you make the best use of technology and protect yourself online.



Technology is rapidly evolving and has become an integral part of teaching. When used appropriately it can enhance learning opportunities and improve the working environment for teachers.

With the opportunities also come challenges and that is why the NASUWT has produced a guide for members to help you protect your online privacy and avoid the pitfalls.

A guide to protecting your online privacy and full details of the NASUWT research can be found on www.nasuwt.org.uk/Emails.

Using Technology in a Professional Capacity.

Teaching Resources

There are a growing number of sources of teaching resources online, many of them free to use. Examples include:

- NASUWT  @NASUWT_NI
- NASUWT  Facebook.com/NASUWTNorthernIreland
- Twitter  #Edchat

Personal use

You are entitled to a personal life and a personal presence online. However, as a teacher there are certain practicalities that should be considered:

- Check your privacy settings and review your content. Is there anything you wouldn't want colleagues, parents or pupils seeing?
- Avoid interacting with pupils and parents online unless using a school account for the intended purpose.

- Perform an online search for yourself using different key words and review the results.
- Keep personal and professional use separate, including social media accounts, phone numbers and emails.

Top Tips

- Read your school Acceptable Use Policy (AUP) as this will contain school rules concerning the use of information technology.
- Maintain boundaries between work and personal life. There should be no expectation by the school that teachers will read or reply to emails during teaching time, during the evenings, at weekends, during holiday periods or while on sick leave.
- Only use school computers, cameras and other devices for school-related work.
- Schools should have a clear protocol for the use of emails and the school's email account. Check if your school has a protocol. Remember, school emails may be monitored.
- Don't connect personal devices, such as mobile phones, to school networks.



For more information on using technology safely, visit:
www.naswt.org.uk/UsingTechnology

About the NASUWT – the teachers' union

This section provides further information about your union and the additional support we provide.



The NASUWT is a democratic trade union and the only teachers' union to represent members in all parts of the UK. As a specialist union which only represents teachers, the NASUWT is the most focused and effective union representing your interests. The leadership consists of qualified and experienced teachers elected by the members.

We recognise that everyone working in education deserves focused, specialist support for their respective roles. That is why the NASUWT is committed to working with unions that possess the necessary expertise and skills to represent the non-teaching staff with their broad range of contracts and diverse responsibilities. This approach allows NASUWT to focus on the complex issues specific to teachers and still support colleagues in non-teaching roles.

Why NASUWT?

- **Teacher Focused** – Only education professionals with a contractual responsibility to teach, lecture or instruct can be members of the NASUWT.
- **Confidential Advice** – The NASUWT provides all members with confidential advice on issues of concern relating to their employment.
- **Democratic** – The national policy is determined by the NASUWT's membership of serving teachers and school leaders.
- **Politically Independent** – The NASUWT is political but not party political. It does not affiliate to any political party. The NASUWT serves the best interests of teachers no matter what party forms the government at national or local level.
- **First-class Representation** – You will have access to first-class legal and professional services through a high-quality network of local officers, national and regional professional staff and specialist legal advisors.

- **Committed to Equality** – The Union leads the fight in championing equality. We recognise that not only are teachers and school leaders entitled to work in a fair and just environment, free from discrimination, but that they also play an essential role in challenging discrimination, inequality and intolerance.
- **Campaigning to Deliver Change** – The NASUWT is a campaigning union and has secured real achievements in improving teachers' conditions of service.
- **Cross-sector Representation** – Our members work in all sectors, from early years to further education, and represent teachers at all stages of their careers, including school leaders.
- **Practical Advice and Guidance** – A full range of our publications is available on the NASUWT website and they contain excellent practical advice and guidance.
- **Training, Conferences and Information** – The NASUWT offers an extensive programme of free trade union and professional courses and conferences. Details can be found at www.nasuwt.org.uk.
- **Benevolence Assistance** – Sometimes teachers experience financial hardship. Members are eligible to apply to the NASUWT Benevolent Fund if they are or have been subscribing members of the NASUWT.



For further information on the NASUWT, go to:
www.nasuwt.org.uk

Talk To Us

The NASUWT Northern Ireland Centre

– The Most Useful Number and Email in Your Contacts List

028 9078 4480

rc-nireland@mail.nasuwt.org.uk

**talk
to us**

Getting Involved

Members of the NASUWT are integral to our success. The most effective way to ensure we represent all members is for you to have input into the Union. You can do this by attending meetings and the wide range of conferences and events the NASUWT organises. Responding to our member surveys provides vital feedback and assists us in making sure we address the issues that matter to you.

Do you want to be more involved in the NASUWT?

Find out more at www.nasuwt.org.uk/GettingActive



twitter.com/nasuwt.



You can also follow the NASUWT General Secretary on twitter.com/Chris_K_NASUWT.



www.facebook.com/nasuwt.

www.nasuwt.org.uk

More money in your pocket, thanks to the **NASUWT**

As an NASUWT member, you can take advantage of a wide range of discounts and exclusive offers on your home, car, electrical goods, eating out, leisure activities, retail gift cards, holidays and travel.

Over 250 regularly updated offers can be found at www.nasuwtbenefits.co.uk or by scanning the QR code on your membership card.

Look out for our twice-monthly Benefits and Services eZine featuring exclusive deals, a round-up of the best discounts and free prize draws from our partners.

If you are not receiving the eZine and would like to, simply notify us at membership@mail.nasuw.org.uk or **03330 145550**.

If you use only a small proportion of these genuine offers, they can easily cover the cost of your annual NASUWT subscription and help you make further savings.

And, if you recruit other teachers to join the NASUWT, you can get money back on that too!



Examples are illustrations of savings that can be made. Prices correct at time of going to print 02/2018.

I saved £72 off my annual gym membership at DW Fitness First



I saved 20% on the family Hop On Hop Off sightseeing bus by booking through Virgin Experience Days

Virgin EXPERIENCE DAYS

I earned £60 in shopping vouchers by inviting four of my colleagues to join the NASUWT



I saved £72 off a week in a French holiday cottage



Thanks to the NASUWT, I paid less for my dream car



Get the NASUWT App

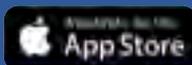
Get the **NASUWT** app

Download our new free app quickly and easily from the app store.

Get great features at your fingertips.

- **Member Support** – advice and guidance
- **Your offers** – a range of discounts and deals
- **NASUWT news**
- **Publications**
- **Conferences and events**
- **Your membership card and member details**

available on



Abuse of disciplinary procedures leaving teachers in a 'climate of fear'