

NATIONAL ACTION SHORT OF STRIKE ACTION INSTRUCTIONS

PPA Time

Members should refuse to teach their timetabled lessons unless they have timetabled the contractual minimum of 10% guaranteed planning, preparation and assessment (PPA) time.

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.

Work/life Balance

Members should refuse to implement school policies that have not been evaluated for impact on workload and working hours.

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.

The exceptions are members who are employed on a contract to wholly or mainly undertake cover.

School Calendar and Timetable

Members should refuse to attend any meetings and activities outside school session times which are not on the school calendar and which are not within directed time.

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

Gained Time

Where teachers are released from timetabled teaching commitments as a result of pupils being on study or examination leave, members should refuse to undertake any activities during that time other than in Section 4 paragraphs 76-77 of the School Teachers' Pay and Conditions Document (STPCD).

Lunchtime Supervision

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

Invigilation of Examinations

Members should refuse to invigilate any public examination, including GCSEs and SATs.

The exceptions are:

- controlled assessments in secondary schools;
- foundation stage assessments and Key Stage 1 assessments in primary schools;
- practical or oral examinations which require the specialist teacher to be present.

Members should refuse to undertake the invigilation of any 'mock' examinations where the school reorganises the timetable to replicate the external examination process.

Administrative and Clerical Tasks

Members should refuse to undertake administrative and clerical tasks as exemplified in Annex 3 of the School Teachers' Pay and Conditions Document (STPCD).

Performance Management

Members should refuse to be observed teaching by anyone who is not a qualified teacher.

Members should refuse to accept any classroom observation which was not agreed and recorded in the planning statement at their annual performance management review planning meeting or which exceeds the three hours per year limit on classroom observation.

The only exceptions to the above are observations carried out by Ofsted inspectors as part of a formal inspection of the school.

For more information:

Website: www.naswt.org.uk/IndustrialAction

Action Advice Line: 0121 457 6292 E-mail: action@mail.naswt.org.uk



The largest teachers' union in the UK