

## NATIONAL ACTION

### ACTION SHORT OF STRIKE ACTION INSTRUCTIONS TO BE IMPLEMENTED ON 26 SEPTEMBER 2012

#### APPRAISAL/PERFORMANCE MANAGEMENT

**Instruction 1:** Members are instructed not to participate in any appraisal/performance management process which does not conform to all elements of the NASUWT/NUT joint appraisal/performance management checklist and the joint classroom observation protocol.

#### CLASSROOM OBSERVATION

**Instruction 2:** 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.

*The only exceptions to the above are observations carried out by Ofsted inspectors as part of a Section 5 or Section 8 inspection of the school.*

**Instruction 3:** Members are instructed not to 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.

**Instruction 4:** Members are instructed not to 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.

**Instruction 5:** Members should refuse to be observed teaching by anyone who does not have qualified teacher status (QTS).

#### INSPECTION

**Instruction 6:** Members are instructed not to participate in mock inspections commissioned by the school, sponsor/provider or local authority.

Members are instructed not to 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

**Instruction 7:** Members are instructed to produce only one written report annually to parents.

*This includes schools which use electronic comment banks to formulate reports.*

## **EXISTING POLICIES AND WORKING PRACTICES**

**Instruction 8:** 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**

**Instruction 9:** 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**

**Instruction 10:** 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.

**Instruction 11:** Members should refuse to agree to timetable changes where no sound educational reasons have been given for the change.

## **LESSON PLANS**

**Instruction 12:** 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.

## **EMAIL CORRESPONDENCE**

**Instruction 13:** Members are instructed only to send and respond to work-related emails during directed time.

## **PLANNING, PREPARATION AND ASSESSMENT (PPA) TIME**

**Instruction 14:** 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.

**Instruction 15:** Members should only undertake in PPA time planning, preparation and assessment activities which they determine are appropriate to support their timetabled lessons.

**Instruction 16:** Members should refuse to accept the direction of the headteacher to undertake any other activity, including cover, in PPA time.

## **LEADERSHIP AND MANAGEMENT TIME**

**Instruction 17:** 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.

**Instruction 18:** Members should refuse to undertake leadership and management activities without being paid a TLR or on the leadership spine.

## **DEDICATED HEADSHIP TIME**

**Instruction 19:** 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**

**Instruction 20:** Members should refuse to cover for absence.

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

## **GAINED TIME**

**Instruction 21:** 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**

**Instruction 22:** Members should refuse to undertake supervision of pupils during the lunch break.

## **INVIGILATION OF EXAMINATIONS**

**Instruction 23:** 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.*

**Instruction 24:** 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**

**Instruction 25:** Members should refuse to undertake administrative and clerical tasks as exemplified in Annex 4 of the STPCD.

## **VOLUNTARY ACTIVITIES OUTSIDE SCHOOL SESSIONS**

The action short of strike action is designed specifically to tackle the issues of excessive teacher workload and defend pay and conditions of service in a manner which achieves these aims using strategies which are pupil, parent and public friendly.

Therefore, where members have volunteered freely to undertake extracurricular activities and have not been placed under pressure to do so, the action short of strike action instructions are not intended to prevent these from continuing.

Extracurricular activities include school teams, music/drama productions and clubs.

Where members have made a professional judgement and have volunteered freely to provide extra support for certain pupils outside school sessions, these can also continue.

However, where any of the above activities have been imposed on a member, then the action short of strike action instructions enable the member to withdraw from these activities. In these circumstances, members should inform the headteacher in writing in sufficient time before the next activity is scheduled to take place, so that any notification that the activity will no longer take place to pupils and parents which may be necessary can be given.