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## If your school is considering Trust school status...

ATL is in the early stages of developing a policy statement on Trust schools. ATL's current position is that we do not support the creation of Trusts and want to see current Trust schools returned to the local authority (LA) family. ATL wishes to support members in Trust schools and so wants to work closely with Trusts to ensure favourable working conditions and transitions. Schools and their proposed partners should consult with the relevant unions and other stakeholders as soon as they have agreed to work together. This consultation should last for four to six weeks during term time.

### When a school is considering this route, of what do you, as a rep, need to be aware?

#### How will governing bodies be set up?

The existing governing body, when forming the Trust, must decide whether to allow the Trust to appoint a minimum (two governors) or a maximum of governors. This is not the decision of the newly-formed Trust; it must be made before the Trust is formed. Parents must have a minimum of one-third of governor seats but where the Trust has the majority, a Parent Council must be established in a consultative and advisory capacity.

#### Will TUPE arrangements apply for existing staff?

This will cover terms and conditions, pay, pensions and contracts. In the case of a Foundation school acquiring Trust status, the governing body is already the employer, so no change of employer will take place. For all support staff though, the employer will change from the LA to the governing body. Schools will have to apply to LAs for support staff to remain (typically) in the LGPS. Importantly, is the school and new Trust showing a commitment to keeping new staff on the School Teachers' pay and Conditions Document?

#### Will ATL be recognised?

TUPE arrangements should also apply for ATL's recognition. In future we may have to seek recognition in new schools that are Trust schools, as we are doing currently with Academies.

The DCSF's toolkit for schools is available at: [www.specialistschools.org.uk/trustschools2/tes/t/trustschoolstoolkit/default.aspx](http://www.specialistschools.org.uk/trustschools2/tes/t/trustschoolstoolkit/default.aspx). You'll be able to use this to track the process the school is going through in acquiring Trust status.

### Academies

ATL has raised the problem of academies that do not recognise trade unions with the Commissioner for Schools. He was sympathetic to our representations and undertook to help by contacting the relevant academies.

Should you require further support please contact your branch secretary or email: [sbeckley@atl.org.uk](mailto:sbeckley@atl.org.uk).

### Current factsheets include:

- ✓ Private tuition
- ✓ Sick leave and sick pay: your entitlements
- ✓ 'Step into my office': what to do when asked to attend a meeting with senior management
- ✓ Threshold and the upper pay scale
- ✓ The dos and don'ts of job hunting
- ✓ Understanding teachers' pay
- ✓ Teachers' statutory rights: maintained sector
- ✓ Teachers' statutory rights: independent sector
- ✓ Statutory rights: support staff in the maintained sector
- ✓ Risk assessments
- ✓ ATL Trust Fund: a guide
- ✓ Cyber-bullying
- ✓ Discipline in schools: your rights

### New advice factsheets for reps

ATL reps and contacts were sent a new toolkit in September. Filled with information to help you be active in your school or college, you can add to the kit as new resources become available. To begin this process, ATL has developed a series of factsheets on employment topics which concern our ATL members. Download these factsheets or print them off and keep them in your ATL Reps/Contacts Toolkit as a handy resource.

The factsheets have been written by colleagues in our Legal and Member Services department who are already in the process of adding further titles to those listed below. The department receives thousands of enquiries covering a wide menu of subject areas as diverse as workplace bullying, redundancies, job sharing and pay and pensions. As well as responding to enquiries by telephone, email, letter and fax they also produce a wide range of publications including the new factsheets. You can hand the factsheets (or email them) to members

that you are assisting, or simply pass them on to all members as a guide.

If you would like to suggest a new topic, please email: [getactive@atl.org.uk](mailto:getactive@atl.org.uk) with your ideas and suggestions. To download the factsheets as PDF documents, please visit: [www.atl.org.uk/atl\\_en/resources/factsheets/default.asp](http://www.atl.org.uk/atl_en/resources/factsheets/default.asp).

Remember, ATL also has a wide range of highly acclaimed publications on both education and employment issues, which are also a useful resource for reps and members alike; from publications on behaviour management and the curriculum to employment issues such as work-place bullying and redundancy, all are available from the Resources section of ATL's website. Also available are ATL's position statements, newsletters, recruitment materials and posters to display in your staffroom.

## The ATL–Edge Hill University partnership: Helping our members to access quality CPD



Continuing professional development (CPD) is an evermore integral element in the career plans of every ATL member. Whatever their personal or professional objectives, including those set by their performance management review, achieving those objectives will almost certainly require members to undertake and then evidence some form of professional development and learning. That is why the revised performance management process negotiated by ATL established CPD as a contractual right for all teachers working in maintained schools in England from September 2007.

For many members, however, accessing the right CPD can feel like negotiating an obstacle course.

- ? Is this the best course for me?
- ? Do I have to go on a course at all?
- ? How do I know this provider is any good?
- ? Can I afford it?
- ? Will I be able to find the time?

These are just some of the questions that we know our members grapple with. They may already be asking you to help answer them.

ATL can now help you answer many of these questions through its ground-breaking partnership with Edge Hill University. Members can gain full access to Edge Hill University's flexible accreditation programmes, largely free of charge. For example, members who attend any of ATL's in-house CPD training courses can now be awarded gateway academic credit from Edge Hill worth 20 free credits towards an MA in Education or 20 free credits towards Foundation Degrees in *Supporting Teaching or Learning and Development*. Members can also approach Edge Hill directly to discuss how their own on-the-job professional development activities might be awarded free academic credit.

Edge Hill's flexible portfolio approach to accreditation is already proving ideal for school and college staff. One of our first members to register has said:

*"It is really practical and can be fitted in easily around my teaching work. The modules and research are available online so I can do the whole thing by distance learning and attend local ATL courses that interest me at times that suit me; all of which count towards the final award. With Edge Hill, you direct your own learning, so I can follow modules that interest me and specialise when I'm ready."*

All Edge Hill accreditation programmes are flexible, innovative and focused on impact in the classroom. Most modules can be completed online. You can even devise your own work-based learning activity and Edge Hill will develop an appropriate method to accredit it. Perhaps most importantly almost all this academic credit is free to ATL members.



Edge Hill University

**Fees for Edge Hill's Postgraduate Professional Development programme will be as follows for ATL members, a total saving of £3,500:**

Postgraduate Certificate in Education	initial 60 Level 7 credits	Free
Postgraduate Diploma in Education	further 60 Level 7 credits	Free
MA in Education	final 60 Level 7 credits	£500

**Fees for Edge Hill's Undergraduate Professional Development (UPD) Programme will be as follows for ATL members, a total saving of £1,800:**

Gateway to Level 4 UPD	initial 60 Level 4 credits	Free
Core Level 4 UPD	initial 60 Level 5 credits	Free
Gateway to Level 5 UPD	further 60 Level 5 credits	Free
Core Level 5 UPD	final 60 Level 5 credits	£615

### Special Edge Hill opportunity for NQTs

**plus £35 cash-back off their next ATL subs!**

The newest element of the ATL-Edge Hill partnership is a bespoke accreditation opportunity for newly qualified members to be awarded 20 free Masters credits by Edge Hill for completing their Career Entry Development Profile (CEDP) at transition points 1, 2 and 3 (as they would anyway) and submit it to Edge Hill for accreditation.

The opportunity is open to all newly qualified members who have completed a direct debit mandate. And to reward their hard work in completing the CEDP, all such members who register with Edge Hill will receive a £35 discount off their next year's ATL membership (in addition to the 50% discount already offered in their second year of teaching!)

For the latest and best information on all the ways the ATL-Edge Hill partnership can benefit our members visit: [www.atl.org.uk/edgehill](http://www.atl.org.uk/edgehill) or email: [edgehill@atl.org.uk](mailto:edgehill@atl.org.uk).

#### What you can do:

- Signpost ATL members to ATL CPD training courses. There are still places available on the following courses taking place across the UK before the end of this school year: Cracking Behaviour, Effective Learning, Leadership Skills, Managing Challenging Behaviour, Shaping Your Career, Supporting Yourself, Using Your Voice, and Working in Classroom Teams. Members should email: [training@atl.org.uk](mailto:training@atl.org.uk) or call **020 7782 1582** for date and venue details.
- Signpost members with work-based CPD projects directly to Edge Hill to discuss how their on-the-job professional development might attract academic credit; they should email: [edgehill@atl.org.uk](mailto:edgehill@atl.org.uk).
- Encourage existing ATL newly qualified members to register with Edge Hill on the CEDP module (they all received details and a registration form in the post last term) to earn their 20 Masters credits from Edge Hill and receive their £35 cash-back from ATL. If they need another registration form they can register their interest online at: [www.atl.org.uk/edgehill](http://www.atl.org.uk/edgehill).
- Recruit newly qualified members who have not yet joined ATL so they too can benefit from this bespoke CEDP accreditation opportunity. They can sign up online at: [www.atl.org.uk/join](http://www.atl.org.uk/join).



## ATL recognition at Carlisle College

Earlier this term ATL signed a formal recognition agreement with Carlisle College in Cumbria. Previously, ATL had an informal recognition agreement in place with the College from some 13 years ago, when the College was part of Cumbria local education authority. Prompted by the College Modernisation Agenda, ATL, together with the UCU, GMB and UNISON, were invited to sit on the College Joint Staff Consultation and Negotiation Committee. As a result of this, in the spring of 2007, the College decided to formalise the recognition agreement because no documentation existed, and invited the unions to apply. Stephen Sidgwick, ATL rep at the college, with the support of ATL's John Farrow, submitted ATL's request for recognition.

A condition of recognition was that each union held a minimum membership of 10% of employed staff at the College in each category that recognition was applied for. ATL believed it had well over 10% of academic staff, but the College questioned the qualification of our members, believing that ATL had insufficient numbers to achieve formal recognition. However, our membership has grown to 35 from a total of seven in early 2006, and after submitting proof to the College, we were awarded recognition which was signed in mid October 2007.

Stephen commented positively about the activity in his workplace saying the membership at Carlisle College: "Is a vibrant and successful part of the ATL Cumbria branch. We are successful in growing because we are active and committed to improving the conditions of employment at the College and achieving a proper work-life balance for all staff".



## ATL members achieve recognition at Thomas Deacon Academy, Peterborough

ATL members at the Thomas Deacon Academy in Peterborough have entered into a new Partnership Agreement, jointly agreed between the unions representing all staff and the Academy's management. The agreement contains a framework for regular consultation meetings between management and union representatives giving ATL members a voice via their ATL rep, Ian Whitney, who will attend these meetings on their behalf.

In 2005, ATL started negotiating as a part of the Peterborough Joint Education Union Group with the Project Manager of the new Thomas Deacon Academy. One of the issues central to these negotiations was to ensure union recognition for all employees after the 1 September 2007 TUPE transfer of staff from the pre-existing schools.

The Partnership Agreement signed in September recognises the joint trade unions for collective bargaining of terms and conditions for all employees. "This means that the Academy acknowledges the right of each member of the Joint Union Group to organise and represent its members who are employees within the Academy, both individually and collectively on terms and conditions of employment", said Michael Clark, ATL regional official, who was involved in the successful negotiations.

Significantly these recognition rights will also apply to all new staff employed at the Academy, which has been an issue of concern for many ATL members working in Academies where new employees are not necessarily entitled to union recognition.

Andy Ballard, ATL Senior Vice President, was delighted to hear about the agreement and said: "The Thomas Deacon Academy has done exactly the right thing in signing a recognition agreement for partnership working with all the trade unions representing school staff. This is a very positive step and one which ATL applauds. It is ATL's hope that the excellent work done by the unions and the Academy management in forging this agreement can act as a blueprint for other Academies to follow. The Academy has acknowledged the important and positive role of modern trade unions in the workplace, and in education in particular, and ATL calls upon all Academies to follow this superb piece of work by recognising the trade union rights of all their staff."



## Group affiliates

As ATL grows our resources and influence grow too. It is important that all ATL members, especially those who are our officials, take every appropriate opportunity to explain to others who work in education the many benefits of joining ATL.

Part of ATL's unique position is that we recognise the contribution made by a wide range of colleagues within education, from nursery right through to higher education. As we also organise across all four nations of the UK, and in both the maintained and independent sectors, it means that wherever a career in education may take someone, ATL is the right union for them; we are well placed to deal with the ever changing world of work that members experience.

To reflect our increasingly professionally diverse membership we've recently made a number of changes to help you to recruit new members who have other roles in education:

- National Bursars Association and the Independent School Bursars Association are now welcomed as group affiliated members (GAMs). Neither body is a trade union but each provides professional support to their members. GAMs can get support with employment issues from ATL but cannot stand or vote in ATL elections. We recommend that Bursars or Business Managers should join the above appropriate organisation for job-related support AND join ATL for employment related support. It is worth noting that the combined cost of doing so can be less than the subscription costs alone for some other unions recruiting Bursars. Similarly, we also have a GAM relationship with the Examinations Officers Association and recommend Examinations Officers join both the EOA and ATL.
- Individual affiliated membership (IAMs) is open to anyone employed within a school or college, but not directly involved in delivering education as the main purpose of their job. IAMs also receive employment support but cannot participate in elections.

- Associate membership is open to anyone who would like to receive *Report* magazine and access our publications, but who does not require employment support. At around £25 a year this may be of particular interest to qualified teachers who are temporarily leaving the profession. For existing ATL members this also means they can retain continuous membership and so receive support for issues arising from when they were standard members.

The purpose of these changes is to help you accommodate a wider range of education professionals, many of whom are former or aspiring teachers or lecturers. However, working and newly qualified teachers and lecturers remain the biggest group of potential members, and you should continue to recruit these colleagues too at every opportunity.

### Group affiliate membership subscription rates

**National Bursars Association members**  
£126.00 Chq/CC or £10.50 per month x 12

**Independent School Bursars Association members**  
£126.00 Chq/CC or £10.50 per month x 12

**Exam Officers Association (teaching) members**  
£126.00 Chq/CC or £10.50 per month x 12

**Exam Officers Association (non teaching/admin) Members**  
£75.00 Chq/CC or £6.25 per month x 12



## Students and NQTs join ATL

Congratulations and thank you to everyone who helped to make the student and NQT recruitment events such a great success in the autumn term. The stories and application forms continue to flood in; student membership increased once again this year and our NQT membership has increased by 27% on last year. Well done to everyone: reps, members and branches who have recruited one, two, or in some cases, hundreds of new student and NQ members. Every new member counts.

### Help recruit new members

As an ATL rep/contact, you are in a unique position to make a real difference and help to continue to grow the membership of your union. Most people remember when they joined their union, why they joined and who recruited them, so it would be great if you could take time to talk to colleagues (new arrivals, new appointees each term, NQTs or new students on placements) about ATL. The competition between the unions for student and newly qualified members is still incredibly fierce. After all, these teachers and lecturers are the future of the profession, and your union! So go ahead and ask colleagues to join ATL today.

First impressions count, if you or a fellow ATL member are one of the first colleagues to greet new staff and students on teaching placement you will make them feel welcome to your work place and your union. If they are already members of ATL

ensure we have their up-to-date contact details. And if they're not ATL members, ask them to join, pointing out the benefits of union membership, giving examples of any success stories within your school, college or branch. If you have been to an ATL training course or local learning event tell them about this too.

Benefits to new joiners: those already teaching will receive 50% off their first year's ATL membership whilst student and NQ members in their first year of teaching join for free.

Even if NQTs have already joined another union, advise them to join ATL too. You can support them by telling them about the unrivalled package offered by ATL through our new2teaching website, newsletters and network for students and NQTs, ATL Future. These dedicated resources will give them advice on topics such as lesson planning, their induction year, behaviour management, mentoring issues and much more. They will also be part of the ATL team of members in your school and branch. Plus, membership of ATL gives new colleagues access to free publications worth up to £150! In addition, we have free tailored training courses, events and, of course, the fantastic new offer for NQ members from Edge Hill University; don't forget, all newly qualified members who complete a direct debit mandate and register with Edge Hill will receive a £35 discount off their next

year's ATL membership (in addition to the 50% discount already offered in their second year of teaching!)

So, there has never been a better time for colleagues who are new to the profession to take advantage of ATL membership and to join up, join in and get on.

Ask your colleagues to join ATL – the education union, your union.

Join online at: [www.new2teaching.org.uk](http://www.new2teaching.org.uk) or call **0845 057 7000**.





## Focus on a rep: Major Sundhu, Valentines High School, Redbridge

*Major teaches in the science department at Valentines High School, a mixed 11-18 school in the London Borough of Redbridge.*

I became the ATL rep at Valentines High about 10 years ago. I felt that being the ATL rep was an opportunity to network with other staff and to take advantage of the training ATL provides. Since then, our membership has grown from six to over 20 members. I've found that if you're proactive people get drawn to you.

Most of the ATL members at the time were nearing retirement and several of them left in the next few years. I realised how important it was to get younger teachers involved. If we don't perpetuate the union, it will eventually shrink and collapse, taking with it the access to the excellent legal advice and training ATL provides.

Young teachers talk to each other about their progress and the support they are receiving. If one or two of them are convinced enough to join,

the word will spread as they notice the difference that active reps make. I recently brought several of the NQTs at my school along to a London Wide training day and a local ATL Voice Care event. We are very much a training union which provides a real opportunity for newly qualified teachers to develop their careers.

In the long term, I think our effectiveness and voice at the school will be felt much more. I hope to develop and support members to take on the roles of rep, health and safety rep and union learning rep (ULR), to create an ATL team within the school. I am also considering taking on the role of branch ULR. It is by growing the experience of ATL in our school and in other schools that we will rejuvenate the union.

## New pay offer for FE colleges, England 2007-08



The Association of Colleges (AoC) has made a final pay offer for 2007-08.

In summary:

- two percent **increase on all salaries and allowances** from August 2007;
- a **further one percent** from February 2008;
- for scale points 4-11 (up to £15,057) on the current pay spine, **the second installment will be rounded up to ensure that the overall award for 2007-08 is £500**;
- **negotiations** on a joint agreement for training and development;
- **negotiations** on a national agreement for guidance on work-life balance and working time;
- **case studies** on how colleges use Advanced Teacher and training scales, with a view to providing examples of good practice;
- **joint statement** on the implementation of the new pay scales.

**Have your say on pay!** ATL would like to hear about what members think of the pay offer and what is happening in relation to implementation of the pay offer in your college. Please email Steven Crane at ATL's London office at: [scrane@atl.org.uk](mailto:scrane@atl.org.uk).

If you need **further information** or advice on organising members around the issues of pay in your college or on re-organisation please email: [organise@atl.org.uk](mailto:organise@atl.org.uk).

All elements of the offer are dependent on its acceptance by all unions. ATL representatives were consulted on the offer and supported its view that this deal was the best one that could be achieved by negotiation. However, one union, the UCU, has not yet accepted and so the AoC will not be recommending the deal to colleges at the present time. Whilst discussions with the UCU continue, it is possible that some colleges will still follow the proposed agreement.

For more information on ATL's response to the FE pay deal and on the pay scales visit: [www.atl.org.uk/atl\\_en/pay/pay\\_calc/fe/latest\\_pay\\_FE.asp](http://www.atl.org.uk/atl_en/pay/pay_calc/fe/latest_pay_FE.asp).

What can you do as an ATL representative if your college has not implemented the national pay recommendations, and, in particular, the harmonised pay spine which should have been introduced in 2004?

Discuss the issues with your members and together decide what action you may be willing to take (having regard to the size of the ATL membership at the college and the desirability of any action being on a joint union basis).



## Specific training for **ATL** reps

As an ATL representative, many of ATL's courses are designed just for you. Our reps are the backbone of ATL and it is our top priority that you have the tools to do your job.

The training courses offer you the opportunity to develop your skills and expertise and help you work more effectively for your members. They provide avenues for professional and personal development, giving you confidence in your professional role and help you to become an even more effective advocate for ATL in your school or college.

All of our rep courses, and our professional courses, are free to you as an ATL representative or contact. Please remember, you have a statutory entitlement to time off with pay (during working hours) for training related to your role as an ATL representative; health and safety representative and/or ULR.

The following courses are specifically tailored to meet your training and development needs:

### Being an ATL Representative

This course is designed to introduce representatives to the key skills required to carry out the role effectively, and to give them information about their rights and access to support.

#### Course dates and venues

- 6-7 March, Leicester, venue to be confirmed
- 12-13 June, Sheffield, Trade Union Studies Centre, Hillsborough Barracks
- 3-4 July, London, ATL office
- 10-11 July, Newcastle, Newcastle College

### Being an ATL Representative (FE)

This is a bespoke initial or refresher training course for all Sixth Form or FE college reps.

#### Course dates and venues

- 13-14 March, Bath

There are also courses tailored for the needs of reps who work in independent schools and academies.

### ATL Health and Safety Representative

A recently revised accredited course in health and safety which deals with real issues in the workplace. The three two-day modules will need to be completed to gain TUC stage 1 accreditation in health and safety.

#### Course dates and venues

- 21-22 February, Solihull

### ATL Union Learning Representative

This course looks at ways to support and improve learning and training opportunities for members, and examines government initiatives in relation to learning and skills, such as performance management.

#### Course dates and venues

- 5-6 June and 18 July, Manchester
- 5-6 June and 17 July, Cheltenham

### Follow-on training courses

These courses are for reps that have attended one of the initial courses above and wish to develop their skills or expertise in the fields of negotiating, presentation, casework or equality.

#### Effective Negotiating Skills, 19-20 June, London

#### Employment Law, 17-18 April, Liverpool

#### Speaking Up, 28-29 February, London

To find out more information about the full range of training opportunities offered by ATL visit: [www.atl.org.uk/atl\\_en/getactive/training/default.asp](http://www.atl.org.uk/atl_en/getactive/training/default.asp). To book yourself a place please email: [training@atl.org.uk](mailto:training@atl.org.uk) or call: **020 7782 1582**.

## Workplace bullying toolkit



Over the last few months, ATL has conducted surveys across several branches to find out the extent of bullying in schools and colleges.

The results of these surveys have shown that in some areas nearly 50% of ATL members have either been bullied at work or have witnessed a colleague being bullied at some time during their careers. Bullying can be characterised as offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the participant. Examples can include: exclusion or victimisation, unfair treatment and the spreading of malicious rumours.

ATL believes that all schools and colleges should be places where people work to teach and deliver learning in environments that are free of bullying and intimidation, and, with this aim in mind, we have developed an online toolkit so that branches can successfully deliver training to members.

The toolkit will include surveys which can be used at workplace or branch level to examine the extent of bullying, as well as guidance notes on how to deal with the issues and a power point display with speaker notes. To download the toolkit visit: [www.atl.org.uk](http://www.atl.org.uk) and follow the links to the Get Active pages.



7 Northumberland Street, London WC2N 5RD  
Tel: 020 7930 6441 Fax: 020 7930 1359  
Email: [info@atl.org.uk](mailto:info@atl.org.uk) Website: [www.atl.org.uk](http://www.atl.org.uk)

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