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Now is the time to grow ATL's student and newly qualified membership

Recruiting student and newly qualified (NQ) members into ATL membership is a priority for ATL as they are the future of the profession and ATL as the education union. We all need to play our role to maintain our strong membership base; the number of members retiring from the profession continues to increase, therefore the competition between the unions for new student and NQ members becomes ever more intense. Growing our membership depends on the important face-to-face work of our reps in schools and colleges – people like you.

This is the key time to talk to final year students on placement at your school or college about choosing to upgrade to NQ membership or about joining ATL when they qualify.

ATL offers a fantastic membership package to students and NQs:

- free membership in the first year of teaching after qualifying;
- half price membership the subsequent year;
- a copy of *Induction: making it work for you*;
- the opportunity to gain 20 free Masters credits through ATL's partnership with Edge Hill University when they complete their compulsory CEDP at transition points 1, 2 and 3;
- an additional £35 off their next membership subscription when they register for free further work-based study with Edge Hill University.

In order to benefit from NQ membership, student members need to upgrade their membership or join ATL as NQ members. Details of how to order application flyers are below, which can

then be handed to your student and NQ colleagues, or they can be directed to the online joining form on ATL's website.

There is an additional benefit to NQ membership. ATL provides NQ members with access to ATL's **summer seminars**; one-day events that are designed to give members some extra tips and advice on managing behaviour, using their voice and getting the most from their induction year. The events are free to attend, and are taking place in Glasgow, Cardiff, Birmingham, London, Bristol, Leeds, Manchester, Newcastle and Belfast from 25 June until 28 August. For the full seminar schedule and booking information see inside.

This year, ATL will be producing new student and NQ publicity material, to replace the mini campaign. New NQ poster/postcards will be included in the next edition of *Report* magazine and more can be ordered from ATL Despatch (see

below). The following materials can be ordered now to encourage student and NQ colleagues to either join or stay with ATL as NQ members:

- NQ recruitment flyers and forms (RT002a);
- NQ teacher postcard, with benefits of joining ATL (MF054a);
- NQ poster (PS057a);
- Edge Hill University summary flyer;
- summer seminar flyer (MF041 2008);
- *Titles from ATL: Publications catalogue*;
- *New2Teaching* magazine.

Recruitment materials can be ordered online from ATL's website at:

www.atl.org.uk/resources, by emailing: despatch@atl.org.uk or by calling ATL Despatch on: **0845 4500 009**.

Help engage ATL's future members by asking final year placement students and NQ members to join ATL in the next few months and at the start of the autumn term!



Getting involved



Join in and get on: ATL's free NQ summer seminars

They're back! Following the success of last year's events, ATL is once again hosting free seminars for students upgrading to NQ membership or joining as NQ members. The seminars are a perfect forum for those invaluable final tips and advice before entering the classroom as fully qualified teachers for the first time.

Last year's events were so popular that this year we've added several new locations. This means that even more NQ members will have the chance to attend. Seminars will be held in Glasgow, Cardiff, Birmingham, London, Bristol, Leeds, Manchester, Newcastle and Belfast.

Each seminar will include sessions on induction, voice care, professional development and managing challenging behaviour. There will also be the opportunity to pick up free publications, as well as to meet other NQ members. Please encourage your NQ members to attend.

The schedule of seminars is as follows:

Wednesday 25 June	The Teacher Building, Glasgow
Friday 18 July	Novotel, Cardiff
Friday 25 July	The Studio, Birmingham
Thursday 31 July	Hotel Russell, London
Thursday 7 August	Novotel, Bristol
Thursday 14 August	The Leeds Marriott, Leeds
Tuesday 19 August 7-9pm	The Wellington Park Hotel, Belfast
Thursday 21 August 6.30-9pm	The Wellington Park Hotel, Belfast
Thursday 21 August	Renaissance Hotel, Manchester
Thursday 28 August	The Royal Station Hotel, Newcastle

Lunch and refreshments will be provided and travel expenses will be paid.

Places are limited and will fill up quickly. To secure attendance

NQ members must make sure they upgrade to NQ membership (from student membership). Advise NQ members in your school or college to join/upgrade online today at: www.atl.org.uk/join or by phone on **0845 057 7000**. To apply for a place at one of the seminars your NQ members should email their contact details, and preferred venue, to: organise@atl.org.uk or by visiting: new2teaching@atl.org.uk.



Putting equality first!

Equality and fairness are at the heart of the trade union agenda. Teaching unions are no different in this. By making education our business, we have a vital role to play in tackling discrimination and promoting equality so that our society is genuinely inclusive and just.

Despite the great strides that have been made towards the provision of a broad and balanced education for all, it is no secret that we are still a considerable way from achieving that goal. From the data on pupil achievement, for example, we know that some groups of students are consistently outperformed by their peers. We also know that some of our colleagues are systematically confronted with particular obstacles in recruitment, retention, and career progression. They tend to receive less support and recognition for their work and are frequently the victims of specific, identity-related forms of bullying and harassment.

As the leading education union, ATL works hard to support all of its members by campaigning, negotiating, championing good practice, providing advice, information and legal support, and achieving better working lives. ATL is committed to promote equality in all aspects of its work. To ensure that our policies and services are meeting all of your needs, we would like to hear from you.

Early in the autumn term, we will be sending out a confidential and anonymous electronic survey to all our school and college representatives asking questions related to race, gender, age, sexual orientation and disability equality. This data is vital in order for ATL to detect possible discrimination and, if so, to provide a platform for improvement. Some of the things we intend to review as a result of this survey might include the ways in which we provide you with information, advice, dedicated training and support. After a successful initial completion, we expect to repeat this survey biennially to ensure that ATL continues to provide effective services and support based on up-to-date information about our members' needs and requirements.

Your survey response will remain completely anonymous and will be treated as strictly confidential. You will be informed about any action ATL is taking as a result of the survey via *Report* magazine and this newsletter. For further information about the survey, please contact Mark Holding by email at: mholding@atl.org.uk.

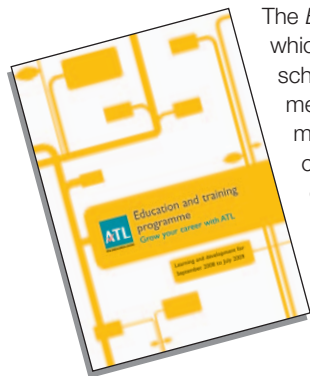
Help your members develop their skills

There are an increasing number of ways that ATL can help your members develop their skills.

Next term your teacher members will be undertaking their performance management (PM) reviews and establishing agreed continuing professional development (CPD) objectives for the coming year. Also, the Government has announced that within the next few years all new teachers will be required to continue their professional development up to Masters level.

So, now would be a good time to draw your members' attention to the many ways that ATL can help them keep ahead of the CPD curve!

ATL in-house CPD courses



The *Education and training programme*, which details courses for the 2008-09 school year, has been sent to all ATL members with this issue of *Report* magazine. The programme includes courses on behaviour management, voice care, starting your career, assertiveness and leadership skills. These courses are accredited by Edge Hill University and earn credit towards either a Masters or foundation degree, all completely free of charge.

The ATL-Edge Hill University partnership

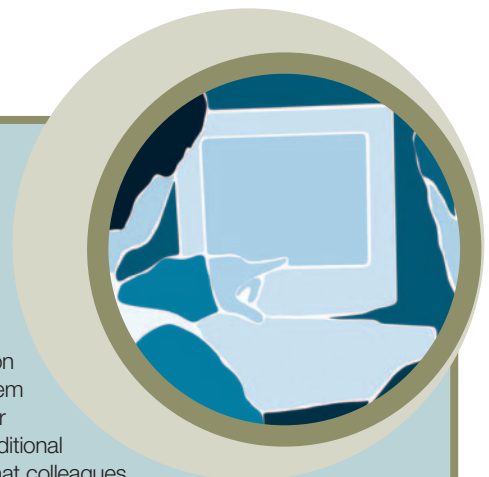
As well as earning academic credit by attending ATL courses, members can also register with Edge Hill University directly for a growing range of bespoke modules, including an online training needs analysis tool, a CEPD module for NQTs, a range of leadership and management modules, and a brand new online **Understanding and managing behaviour** module. Edge Hill University can also accredit almost all work-based professional development undertaken by your members. Members can build up credit to earn either a Masters or foundation degree and most of this accreditation is available completely free of charge.

ATL union learning reps

Members can also talk directly to our growing network of union learning reps (ULRs), who are trained and accredited to provide advice to members about their lifelong learning and CPD needs, to signpost members to appropriate local provision and to broker local training that matches identified learning needs amongst members.

For more details of ATL's CPD courses and how to contact an ATL ULR please ask your members to email: training@atl.org.uk.

For more details on Edge Hill University accreditation please ask your members to call Edge Hill University's professional development team on: **01257 517117**.



Get in the know

Get in the know as an ATL rep or contact quicker and easier, and help ATL to help you and your members to keep informed.

The ATL website has been enhanced to allow reps and contacts to update their own and their members' email addresses in just a click. These same enhancements also mean that you can print lists of your members when required, as well as make changes to your members' details.

We also now send a monthly reps' and contacts' e-bulletin, which is essential reading and can be passed on to your own members. The e-bulletin will provide useful advice and tips, information on training/professional development courses and detailed urgent advice alerts about issues affecting members at very short notice, such as the recent industrial action taken by the NUT. In this instance, reps and contacts were sent specific legal advice direct to their emails – where we had them.

Make sure that we have your email address so that you and your members are kept informed via this e-bulletin. You will only receive one e-bulletin a month, unless an urgent advice alert needs to be sent to you and your members.

As a registered ATL rep or contact you are able to send us information to update your workplace membership records via the enhanced ATL website. And by supplying ATL with your members'

email addresses we will be able to keep them up-to-date with what is going on both in the branches, and on a national level, enabling them to play a greater part in their union. As a result of this additional information, you may find that colleagues are keen to get active and assist you in your role, or act in another capacity by becoming a health and safety rep or ULR alongside you.

So, please try out the new enhancements to the ATL website as soon as possible and check that we have your correct email address. You can also view and update the details for ATL members in your school or college at the same time.

Simply logon to the ATL website as usual with your membership number and password. This will bring up the **My Membership** section with your own personal contact details. At this point you will see a button marked as **My Establishment – My Members**. You should click into this area to list the members at your workplace.

If you are not sure about your membership number and/or password, please contact the Membership department on: **0845 057 7000**.

ATL's guide to time off for all reps working in schools and colleges

Ever wondered what your entitlements are for time off to attend an ATL training course, or to meet and speak with members in your school/college or to represent your members?

ATL has produced its: *Reps' guide to time off for trade union duties and training*. Developed by ATL's Organising team and other ATL colleagues this guide has been produced to help clarify the statutory entitlements to time off for training and duties for all ATL representatives at school and college level. It also contains information about current legislation, as well as useful links and a model learning agreement. The guide is not aimed at branch representatives or representatives who work across a local authority. It is available to download from the **Get Active** section of ATL's website at: www.atl.org.uk.

If you have any queries or require support to secure time off for training courses or duties please contact your local branch secretary or **email: info@atl.org.uk**.



Being our independent school rep

If you work in the independent sector, look out for a bespoke reps' newsletter to be published to all independent school reps later this term. The first issue will cover: ATL's success at Malvern College and the campaign for proper rest periods; using ATL's guide, *Working in the independent sector*; activity around recognition and reps' training.

Pay & conditions update

Restructuring

If your school is considering a change to its staffing structure all staff affected must be consulted on the proposals. The length of the consultation will depend on the extent of the restructure but should be a minimum of five working days.

Roles which meet the TLR criteria should be awarded a TLR payment. It is important that roles with similar levels of responsibility should be treated similarly in terms of pay. Any teacher who suffers a reduction in their TLR payment, or in their range on the AST or leadership spine, may be entitled to safeguarding.

Performance management

The summer should see the first PM cycle under the new arrangements heading towards its conclusion. Evidence for use in the review meeting should be added to the teachers' planning and review statement as it becomes available, ready for the next planning and review meeting by 31 October.

Classroom observations for PM should have been planned in advance and have a clear rationale and focus. Many people will have had their observations done already but for those who have not, they should speak to their reviewer about it in the first instance.

Remember that following an observation, the teacher should get oral feedback within 24 hours of the observation and must receive a copy of the written report within five working days. The reviewee has the right to add written comments to the report once they receive it and an opportunity for a discussion of the lesson between reviewee and observer should be made in directed time.

ATL's guidance on classroom observation can be found on our website at: www.atl.org.uk/atl_en/images/ADV19%20classroom%20observation_tcm2-34310.pdf.

Support Staff Members' Working Group

The Support Staff Members' Working Group (SSMWG) is an advisory body, which meets once a term to consider current issues of concern to teaching assistants and other school support professionals.

It is made up of support staff members from around the country, and is an invaluable source of advice and information for the ATL Executive Committee and full-time officials who deal with support staff matters.

We have a number of vacancies on the SSMWG, and we would like to increase its size to ensure that it is as representative of our ATL support staff membership as possible, both geographically and also by job function.

SSMWG members can take part in meetings either by attending in person in London (for which travel expenses are paid), or by conference call.

If you are a rep or contact employed as a teaching assistant, or in any other support role, you can contact Peter Morris by email at: pmorris@atl.org.uk or on: **0207 782 1557** for further information. If you know of someone who you think might be interested in joining the SSMWG, please ask them to call Peter to find out more.



Do you have an ATL pull-up banner? We are renewing all our banners and would appreciate it if you could return yours, regardless of its condition. Helen Esey at ATL Despatch will collect it for you, so please call her on **0845 388 3804**.

Announcement



Autumn term course dates

ATL reps are the face of the union; there's a diverse and varied range of roles and tasks you could take on, and they only need take up as much time as you're willing to give. Active members are what make ATL strong.

ATL reps not only help other members but also benefit from the role themselves, developing skills in communication and negotiation. The role of a rep varies and can be adapted to suit you. So, if you are a new rep, or a rep who has yet to be trained, why not register your interest in a course by emailing us at: training@atl.org.uk. If there isn't a course near you, please still register and we will let you know when a course is coming to your region.

Workplace reps

Workplace reps have four main tasks, which are to:

- Provide information to other members in the school/college and to raise the profile of ATL by updating the staffroom notice board with posters and newsletters.
- Recruit new members into ATL membership by introducing yourself to new members of staff and asking them to join.
- Act as a communication link on key issues in education between ATL and other members in the school/college.
- Signpost members in the school/college to sources of information and advice within ATL.

The workplace reps' course will allow you to:

- understand the role, rights and responsibilities of an ATL rep;
- know how to access the support mechanisms available to you;
- understand how workplace issues link to organising and recruitment;
- develop your communication and negotiating skills.

Being an ATL rep courses in the autumn term

Thurs 9 – Fri 10 October 2008, Manchester

Thurs 16 – Fri 17 October 2008, Portsmouth

Thurs 20 – Fri 21 November 2008, Birmingham

ULRs

ULRs specialise in advising and supporting members with their continuing personal and professional development. They work closely with school/college members and management to identify ways to improve access and quality of current provision, as well as source new opportunities. The role can include:

- raising awareness and promoting the value of learning;
- providing information on learning;
- identifying learning needs;
- working with employers and partners to improve access to learning;
- monitoring quality of provision, and supporting equal opportunities in learning.

The role is accredited and ULRs complete a three-day course to equip them with the skills and knowledge to fulfil their role.

The ULR course will help you to:

- develop your skills and knowledge about the role of ULRs;
- work with other ATL reps on learning issues to improve union organisation at your workplace;
- find out what ATL policies are around learning;
- promote the value of learning and skills within the workplace;
- identify members' learning needs;
- support members in managing their own learning;
- work with your employer to develop learning opportunities.

ULR courses in the autumn term

Thurs 13 – Fri 14 November 2008 and Fri 16 January 2009, London

Health and safety reps

The role of the health and safety rep is changing and with it comes new and revised accredited training to cover issues like the risk assessment of disruptive pupils, workplace bullying and the safe removal of asbestos from workplaces. The role can include:

- educating members to ensure that they recognise both hidden and more obvious health and safety issues;

- talking to members about how health and safety issues can be resolved;
- working with other unions and employers to ensure positive outcomes when dealing with potential health and safety issues.

The health and safety rep course is a six-day course split over three modules. You will be required to attend all three modules.

- **Module one:** Health and safety reps: role and function
- **Module two:** Organising for health and safety
- **Module three:** Preventing accidents and ill health

Health and safety rep courses starting in the autumn term

Module one Thurs 2 – Fri 3 October 2008, Manchester

Module two Thurs 5 – Fri 6 February 2009, Manchester

Module three Thurs 11 – Fri 12 June 2009, Manchester

Module one Thurs 6 – Fri 7 November 2008, London

Module two Thurs 19 – Fri 20 February 2009, London

Module three Thurs 25 – Fri 26 June 2009, London

Follow-on courses

We are committed to your continuing development as a rep. Across the school year our reps' training programme also includes a number of follow-on training courses that will allow you to develop specific skills as a rep: negotiating, representing members, dealing with equality and diversity issues. This term it is the turn of **Learning and organising**, a course designed for ULRs and reps to develop their expertise in the use of learning as a means of engaging new members in the activity of the union. Remember, also, that all ATL reps are entitled to attend our member CPD courses for free, so look out for ATL's 2008-09 *Education and training programme* enclosed for all members in this mailing.

Follow-on rep courses in the autumn term

Learning and organising: Thursday 27 – Friday 28 November 2008, Manchester

To register for a place on any of the courses listed on this page please email: training@atl.org.uk. These and other courses will run in different locations and venues throughout the school year. We will run courses to meet demand wherever possible. So, if a course you are interested in isn't running this term, or is running in a region you cannot travel to, please still email us to register your interest. This information will be vital in helping us to decide what courses to run, and where, later in the school year. Information on the complete range of courses for reps can be found on ATL's website at: www.atl.org.uk/training.

ATL proves its commitment to health and safety

The role of the ATL health and safety rep has changed dramatically in the last 12 months. With a newly accredited six-day training course available to reps, and dedicated health and safety advisors on hand to help with any issues in workplaces, ATL has proven its commitment to providing our reps with the tools to tackle a wide range of issues affecting our members' safety concerns in their workplaces.

ATL's ultimate aim is to identify a health and safety rep in every workplace, to ensure our members can carry out their jobs in a safe environment, so if you've ever considered becoming a health and safety rep why not get in touch and find out more by emailing us at: hs@atl.org.uk? We have also produced a poster, to be circulated with this month's copy of *Report* magazine to help recruit new health and safety reps. Please make sure one goes up on your workplace notice board by ordering a copy from ATL Despatch on: **0845 4500 009** or by emailing: despatch@atl.org.uk, quoting **PS067**.



ATL representatives' training comes to South Yorkshire

Earlier this year the first ATL reps' training took place at the TUC studies centre in Deane Valley College, Rotherham. Attendees came from a variety of workplaces and ranged from those who had been a rep for a number of years, to those who were completely new to the role. The course covered the role of the ATL rep, statutory entitlements, grievance and disciplinary procedures, dealing with members' problems, organising around issues and recruiting colleagues.

Feedback from the attendees cited the sessions on grievance and disciplinary procedures, the case studies of members' problems and the opportunity to liaise with colleagues from other areas as being particularly useful. There were also some useful suggestions from attendees about including training on the processes involved when a school changes its status to either an academy or Trust school and also on organising reps' networks.

Another benefit of the course was that the attendees were able to meet individuals from a range of union roles, including: a branch secretary, ATL organisers and a regional official, a member from the Legal and Member Services team, as well as the TUC-accredited course tutor. They were also able to pick up lots of the literature and support materials provided by ATL. Getting to know what support and materials are available is very useful; one rep who is encountering a number of queries in her workplace commented: "fortunately, as a result of the course, I now have more of an idea where to find relevant information and who to contact, should I need to".

One of the final sessions of the course was a very enjoyable whole-group session on why people do not join unions, followed by small-group work on overcoming objections. The main reason, as identified by studies undertaken, why people do not join unions is because 'they have never been asked,' which underlines the importance of not assuming that someone is already in a union or that they will actually have an objection to joining.

See page five for details of reps' training courses you can attend during the coming autumn term.

ATL reps enjoying the South Yorkshire reps' training course earlier this year.



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You receive the reps' mailing because you are listed on the database as the rep or contact at your school or college. If you are no longer the rep/contact, or if your details have changed, please contact the ATL Membership department on 020 7782 1602 or email membership@atl.org.uk