

Your guide to being an ATL rep



ATL rep toolkit



Introduction

Congratulations on becoming the ATL rep in your workplace. You have joined over 10,000 members of ATL working as ATL representatives and contacts in schools and colleges throughout the UK. You are the face of your union and together you make a huge contribution to ATL as the union for the education workforce.

ATL works hard to support its representatives, making sure you have all the training and information necessary to be effective in the role. In addition to this guide, which covers the basics from how to get started to representing members and tips on recruitment, we also provide lots of other information and guidance, including that specific to your sector.

This guide and ATL's other resources for reps go hand in hand with ATL's 'Being a rep' training course, which you'll want to sign up to as a priority. See 'Training and development' on page 18 for more, or you can find out more details, including dates and locations, at www.atl.org.uk/repstraining.

This guide is intended to provide you with an overview of how to perform your role in all the key areas on page 3, as well as signposting you to all the advice and support available to help you.



What an ATL rep does



The role of an ATL rep broadly falls into three main categories, as follows.

Communicating

- Keeping members in your school/college informed of ATL's work on their behalf by circulating ATL national and local information.
- Making sure the ATL noticeboard is up to date with the latest posters, newsletters, reports, etc from ATL.
- Signposting members to the advice, information and support that ATL can offer.
- Acting as the 'eyes and ears' of ATL in your workplace, reporting back to ATL on the issues your members care about.

For more on the above, see 'Communicating with and engaging your members' on page 6.

Representing

- Supporting individual members in your workplace with their employment-related concerns.
- Raising the concerns of members, particularly with regard to proposed changes of work practice, with the management team, advised and supported by your branch.

Organising and recruiting

- Recruiting new members to ATL (see 'Recruiting to grow your union' on pages 16-17).
- Engaging members with ATL's democratic structures, such as encouraging members to go along to a members' meeting or to take part in an ATL survey.
- Helping to build an ATL team in your workplace, eg recruiting a new health and safety rep and/or union learning rep or contacts, especially across split sites, to support the work of the union.
- Organising members to act collectively if there is a workplace issue that needs tackling.
- Promoting members' professional development by encouraging attendance at ATL's in-house and brokered training.

It may be that you first undertake some but not all of the elements above. However, with fully accredited training under your belt, you will become more experienced and confident, and will grow your role into one that is both professionally and personally rewarding.

Your rights

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As an ATL rep, you have certain rights assigned to your role under employment law. As set out in the Advisory, Conciliation and Arbitration Service (ACAS) guidance, so long as ATL is recognised by your employer (see page 5 for more on recognition), you are entitled to:

- paid time off for training associated with your role, including any ATL in-house or branch training, and most especially our 'Being an ATL rep' course when you are new to the role
- paid time off for union duties, including meetings with members and management to consult, negotiate or represent on any matters relating to terms and conditions of employment, discipline or grievance, health and safety, allocation of work and redundancy
- somewhere in your workplace to display ATL materials (ie noticeboard in your staff room)
- use of school/college facilities, such as a photocopier to enable you to share documents with members, email, telephone, etc
- the use of a room to hold meetings
- full access to documentation affecting you and your members, such as job descriptions, staffing structures, documents to do with pay and conditions of service, and local authority/employment policies that are in use in your workplace
- approach new staff about joining ATL.

Further resources regarding your rights to time off are available on the website via the 'Reps toolbox' section at www.atl.org.uk/represources, including model letters to introduce yourself to your head or principal and to request time off for training. Further information on your rights is also given in the 'Being an ATL rep' course (see 'Training and development' on page 18 for more).



Trade union recognition

Trade union recognition is a formal agreement with an employer for a particular union to undertake collective bargaining on behalf of that employer's staff. Collective bargaining will typically cover: terms and conditions of employment (pay, hours and holidays), disciplinary and grievance matters, health and safety, allocation of work and redundancy. It often extends to cover professional development and change management.

Critically, recognition provides reps with certain rights and entitlements under employment law, most specifically to facilities paid-time off for training and undertaking union duties, ie consulting, negotiating and representing members with the head, principle or governing body in your school or college.

ATL is recognised in the vast majority of schools and colleges where our members work and we have reps, including all maintained schools and sixth-form colleges, the majority of academy schools and FE colleges, and many independent schools. Accordingly, reps in all these workplaces have legal rights to paid time off and other facilities.

However, although ATL is recognised to bargain on behalf of teachers in all maintained schools, we are not recognised to bargain

on behalf of support staff in these schools, who are instead represented by the local government unions UNISON, GMB and UNITE. Nor are we recognised to bargain for any staff in a significant number of independent schools, some FE colleges and a minority of academy schools.

Although recognition commits both parties to negotiate in good faith, it does not require agreement nor give the union a veto over every employer proposal. It will be as strong as members make it – in terms of the numbers, involvement and collective activity of members themselves. Recognition both reflects and enhances union influence.

However, the absence of union recognition does not necessarily mean union influence is zero. Indeed many independent schools that do not recognise ATL do have meaningful consultation with staff and do grant ATL reps many of the legal rights that recognition would entitle them to.

If you are not sure whether ATL is recognised in your workplace, or if you would like advice about how to seek recognition, please contact your branch secretary or a national ATL office (see pages 21-23 for details).



Communicating with and engaging your members

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As an ATL rep, you will act as a communications link between your members and ATL. This means keeping members up to date with current ATL and education issues and campaigns both locally and nationally, but it's also about keeping ATL informed of your members' views to ensure that your union is truly member-driven. The following are some suggestions of how to go about this.

Inform members of your new role

If you have followed the steps in the 'To get started in your role' section (printed on your toolkit folder), you will already have confirmed your appointment as ATL rep to your headteacher or principle. Make sure that staff in your school/college also know they have a new rep and how they can contact you.

Displaying and distributing information from ATL

It is important that ATL has a strong workplace presence; potential members often judge an effective union by its presence in the staffroom.

In your pack, you will find ATL's noticeboard header, an ATL lanyard, the latest issue of ATL's *Being a rep* newsletter plus a variety of the latest posters and flyers from ATL. Start by wearing your lanyard and putting up these items in your staff room. You are entitled to use the staff noticeboard (or ask to erect an ATL noticeboard).

ATL will continue to send you regular updates to these items, as well as new posters or other items about issues we know are affecting you and your members. Watch out for these in your *Report* magazine mailing so you can continue to keep the noticeboard refreshed.

It is also a good idea to keep up to date with the latest campaigns and issues that ATL is working on nationally, for example on pay or workload. There will often be a factsheet or a position statement available to order or to download from ATL's website, which you can pin up or email to your members so they always have their union's latest advice.



Set up an email group of your members

Email is a quick and effective way to let ATL members know what is going on and get their views. You are entitled to use the email in your school/college; the ACAS code states that “employers must respect the confidential and sensitive nature of communications between reps and their members”, and that employers “should not normally carry out regular or random monitoring of union emails”. But do inform management first that you intend to use this facility, and take care to respect and maintain the confidentiality of information you are given access to.

ATL will send you a list of the members in your workplace at least once a year. Please check that it is up to date. You can also check on members in your workplace using the ‘My membership details’ button on the bottom right of the ATL website. Try to obtain email addresses for all your members and encourage members to keep ATL’s membership department informed of any changes, either by using the ‘My membership’ facility or via email at membership@atl.org.uk.

Holding regular member meetings

Try to hold a meeting of members in your school/college at least once a term, in order that you can report back to members what talks have taken place between the employers and yourself.

It also gives your members another opportunity to let you know what issues they have so they can be addressed with management. Meetings need not be very long; perhaps just 10 minutes, and never more than an hour. They should be focused on actions and current issues, rather than have a set agenda.

Surveys and task groups

ATL often runs surveys, networks and task groups to find out member opinion and experience, and to help inform ATL’s policies and negotiations.

Surveys are often advertised in *Report*, via email or in the ‘Join the debate’ section of www.atl.org.uk, where you will also find information on the latest specialist task groups (STGs).



STGs are comprised of groups of members set up to develop ATL's policy on a particular issue. STGs are limited in their lifespan with a single-issue focus. There are face-to-face STGs, where a group of between 8 and 12 members meet a specified number of times, supported by email communication between meetings. We also have larger email STGs where virtual networks discuss particular issues in order to support the work of the face-to-face STG.

Keep an eye on what surveys and STGs are taking place and, if you think you and your members have something to say on the issue, encourage them to take part.

Branches will often produce useful local information and guidance – see the branch website or newsletter and encourage members to take a look as well.

Your local branch

As an ATL rep one of your key contacts is your local branch secretary (see 'Find my branch' at www.atl.org.uk if you are not sure who this is). Keep members up to date as to when local branch meetings are taking place (meetings generally last an hour and are usually once a term) and of issues the branch is raising with employers. Similarly, if an issue arises in your school or college which affects a number of members, tell your branch about it.

Branches will often produce useful local information and guidance – see the branch website or newsletter and encourage members to take a look as well. If your branch carries out a survey, give it to members stressing the importance of them taking five minutes to complete and return it to you. Surveys and comments provided to a branch will often prove to be useful evidence for talks with the local authority/employers.



Your sector/role network

ATL welcomes members from across the education workforce. As a consequence of our diverse membership, we know that you may encounter issues that are specific to your sector – for example in the independent or FE sectors – or you may be dealing with member issues in specific roles. With this in mind, we have specific groups set up, comprised of ATL members and staff, who you can communicate with as follows:

- Independent and Private Sectors Group
- Further and Higher Education Sectors Group
- Support Staff Members' Working Group
- ATL Future (students and NQs).

Your sector or role

For more information on the work of the above groups, or to get in contact, see: www.atl.org.uk/memberworkinggroups.

In addition, headteachers, principals and those in other leadership roles can be members: the Association of Managers in Education (AMiE) is a partnership between ATL and the Association for College Management. So if you, or any of your members, are leaders, AMiE can provide dedicated advice, support and representation.

See www.amie.uk.com for more details.

Representing your members

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When members come to you with a problem or need some advice, as a new rep, you are not expected to know all the answers or deal with every query by yourself. To recognise this we have a support network in place for you to use when you feel you need advice or are moving into areas which you don't feel comfortable in.

Our branch secretaries and regional officials are always happy to offer advice and information as are the member advisory team at ATL's London office (you can find details in 'Your key contacts' on pages 21-23). ATL also provides a wealth of information, advice and support to help you represent your members effectively, including a series of factsheets on often asked-about topics (see 'Resources' on pages 18-21 for more).

Some of the common types of issues that members may come to you with are as follows:

- individual grievances – where the problem only affects one person
- collective grievances – where a number of members or a department/faculty have a problem that needs to be raised with management
- capability or ill-health matters
- professional issues, eg training, CPD, threshold problems
- performance management and/or observations
- health and safety – try to recruit another ATL member to become health and safety rep in your school/college (see 'Build a union team' on page 14) but, in the interim, bring hazards and risks to staff and dangerous incidents to management's attention.

It is important that members know they can come to you in confidence and that, if you cannot deal with the problem in school/college, you know who to refer members to for assistance.



Having said that, do not worry that you will be overloaded with members' problems in your school/college. Most members' concerns are in relation to their conditions of service or a professional issue that can be dealt with quickly and effectively.

The PIP approach to representing members

In supporting members, or representing them with school/college management, you should be assertive and well-prepared. The key skills in the role of representing and advising members are 90% preparation and 10% presentation.

Using the PIP approach is a good way of keeping yourself organised and focused on the task ahead. PIP stands for problem, information and plan. The headings indicate the stages of preparation.

Identify the problem

- Is it a grievance?
- Is it an individual case or part of a wider problem?
- What are the facts?
- Can I settle it at school/college level?

Find the information

- Might any legal rights apply?
- Is there a written agreement or policy in the school/college on the matter?
- If so, what does the agreement or policy say?
- What does ATL say on the issue? (Look it up on www.atl.org.uk to find out.)
- Whom should I ask for advice if necessary? Will it be the branch secretary, regional official or one of ATL's offices?

Work out a plan

- How should I involve the members?
- What are our members' aims?
- How should I take up the problem (and with whom)?
- What arguments should I use?
- What pressure (if any) can ATL/joint unions bring to bear?

Always keep a careful record of what you do and say in any meetings you attend on behalf of ATL and, if required, hold a meeting of members to report back to them.

In summary, when dealing with a member's problem, always:

- listen carefully
- take notes
- ask questions to clarify issues
- let them know what happens next.

Consider the seriousness of the issue and, if need be or in any doubt, seek assistance – for example, if an allegation is made against a colleague, if there is a risk of redundancy, or if there is a formal disciplinary or grievance hearing. Contact your branch secretary or ATL (see 'Your key contacts' on pages 21-23).



Building relationships with management

Your role as a rep is also likely to include communicating on behalf of members with the school/college management teams. It is important therefore to try and build positive relationships and ensure that there is a proper procedure for dealing with members' difficulties. A meeting once every half-term is common amongst management and the union reps in most workplaces.

Remember that when you meet with other unions and management you represent ATL and have the strength of the whole membership behind you.

Most reps will find themselves undertaking some level of negotiation, either on an individual issue or on behalf of all members in their establishment.

It is important to understand the differences between negotiation and consultation. In negotiation, both parties seek to reach an agreement, whereas a consultation is a commitment to exchange views. Consultation is much more than a giving and receiving of information, however. It is a way of ensuring that the views of members and the union are progressed.



Building other effective relationships

Other union reps in your school/college

It can be helpful to liaise with other union reps in your workplace on issues that affect all staff in your school/college. It might be beneficial to hold regular meetings with your colleagues who are reps in other unions to share general information and discuss ways you can work together on common issues.

You may in some cases decide to hold a joint union meeting and take the issue to management collectively. This may not always be possible, for example if the policy of another union is different to ATL, but where unions work together it can often be very effective for members.

Teacher-governors

It makes sense to build a relationship with the colleague in your school/college who has the responsibility of communicating the concerns and views of teachers/lecturers to the governing body. The role of a teacher-governor is not to represent the members of any specific union. However, they are likely to welcome hearing about concerns that ATL members have which they may wish to raise at the appropriate forum.

Your local branch or network

Try and attend your local branch meetings so you are informed about issues in your local authority and other sectors which the branch covers. Branches can prove to be a good source of advice and support, and you may find there are issues which are common throughout your area.

If your branch is running a training day for local reps do try and attend as such days can prove very valuable in finding out what is happening in your local area. There are likely to be sessions on various issues relating to your role and you will have the opportunity to raise the types of queries that you are receiving from your members.

You may also find it useful to get in contact with your sector or role network, for example those for the independent or FE sectors, and support staff. See page 9 for more. In addition, ATL has dedicated national officials for independent schools, FE and sixth form colleges, support staff and leaders – scroll down www.atl.org.uk/repssupport for more details and to get in touch.

Organising

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Build a union team within your school or college

Ask colleagues in different departments if they will assist you in distributing information, asking new starters to join ATL, sticking a poster up in a faculty/department, staffroom, etc.

In addition to your role as ATL school/college rep, you can also have an ATL health and safety rep and ATL union learning rep in your workplace.

Health and safety reps help the school/college rep in representing and assisting members in all health and safety matters. Union learning reps specialise in advising and supporting members with their continuing personal and professional development. A learning rep will 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.

For more details on these roles, email organise@atl.org.uk or visit the 'Get involved' section of www.atl.org.uk.

Organising around an issue

As previously described, one of your roles as an ATL rep is supporting members with their employment-related issues or concerns (see pages 10-13 for more on this). These can be relatively small, such as the removal of drinking water for staff, or greater, for example proposed changes to policy or conditions of service. If an issue is relevant to more than just one member, or indeed is relevant to the whole workforce, you may wish to consider organising activity around the issue.

When considering an issue, it is important to think about staff's current position and the wider context. Make sure you find out the full information and ascertain what members are prepared to do together to help to resolve it. Perhaps a workplace survey would give you the information you need to begin?

You could then follow this up with face-to-face conversations or a member meeting, ascertaining and recording members' views.

Consider whether the issue:

- is deeply felt by members and potential members
- has a chance of being changed
- is worth the time and effort of reps and members



- can be easily understood by others
- is consistent with the values and policies of the union.

Planning is key – you could use the PIP approach, as already outlined on page 11. Plan around the following questions:

- What is the aim?
- What information do you need?
- How are you going to use it?
- What will reps and members do?
- Should non-members and other colleagues or perhaps your local branch be involved?
- Who else will you involve?
- Will new members join the union and get involved?
- How will you share information and work with other unions in the workplace?
- What do you all want to achieve?
- How will you communicate with members and non-members or your branch?

It may be that, having ascertained members' views and investigated the issue, you feel it warrants a campaign. Campaigns on issues that really matter to members can get great results. They increase the profile of ATL in the workplace and encourage member engagement and action, for example by speaking to colleagues, distributing a newsletter, circulating a survey or developing a petition.

Examples of local campaign issues include:

- withdrawal of staff facilities
- work environment
- equality and fairness issues
- lack of input into CPD
- work-life balance/workload
- redundancy.

If you would like any advice, feel the issue goes beyond just your workplace or you wish to run a campaign around the issue and you would like support, please contact a member of the organising team at organise@atl.org.uk.

Recruiting to grow your union

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Members of the union are the lifeblood of ATL. As rep in your school/college you have an important role in recruiting new members to join ATL. Teachers, lecturers, newly qualifieds, supply teachers, headteachers, students and education support staff can all join ATL.

First of all, ensure that ATL is visible in your workplace with posters on the staff noticeboard and a sample of publications available in your staff room. Your colleagues will join a union they can see is present in their workplace.

Next, arm yourself with information about what membership of ATL can offer. Look up the section entitled 'Why join ATL' at the top of ATL's website at www.atl.org.uk, which lists many of the major benefits of membership. You will also find information on the different membership categories and rates.

Top recruitment tips

- Face-to-face contact is the best way to recruit.
- Do a mapping exercise of the staff in your workplace to identify members and non-members of ATL. Find out who is not in a union and target them.
- During the start of the new academic term in the autumn, talk to new staff members (including supply and student teachers/lecturers, and support staff) about the benefits of joining ATL.
- Keep an eye out for any other new joiners at the start of term, and make contact with them.
- If a colleague is busy, leave them a recruitment flyer and arrange to talk to them another time.
- Listen to the needs of potential members and demonstrate how ATL's services and benefits meet those needs.
- Have a ready stock of recruitment flyers, postcards and posters, which you can order from www.atl.org.uk/reporderform or via tel: 0845 4500 009.
- Where possible, seal the deal yourself – call 0845 057 7000 to enrol the potential member, or enrol them online at www.atl.org.uk/join.



Students and NQs

If starters are new to the education sector, or newly qualified, explain that union membership is vital in schools and colleges from their first day in the job.

Remember most schools/colleges receive new student placements throughout the year. Build up a rapport with student and newly qualified members in your school/college. Ask them how things are going and refer them to ATL's website dedicated to student and newly qualified teachers/lecturers for advice at www.new2teaching.org.uk. Ask these colleagues if they have joined ATL and, if not, encourage them to join.

Why join ATL?

Check out www.atl.org.uk/join to find out lots of information and reasons to join to help you with recruitment.

Leaders

Headteachers, principals and others in the leadership team can also be members via the Association of Managers in Education (AMiE), ATL's partnership with the Association for College Management. And if one of your ATL members is promoted to the leadership team, let him or her know that, at no extra cost, he or she can become a member of AMiE as well as ATL, giving access to dedicated leadership support and representation. For more details, see www.amie.uk.com.

Your branch secretary and members of ATL's national organising team will be more than happy to assist you with advice to support your recruitment of new members - just email organise@atl.org.uk.

How ATL will support you in your role

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Training and development

ATL provides training to all its reps via our 'Being an ATL rep' course. The course covers all areas such as: understanding your role, how to access support from ATL, how to represent or investigate a member's problem and how to recruit new members to ATL. There are bespoke courses for reps working in FE colleges and independent schools.

Many of the skills you will learn on this course are transferable to other areas of your professional life and can count towards any CPD targets you may have.

The course is free and is based at a number of local venues. You are entitled to time off from your school/college for training purposes, and your travel, subsistence and accommodation (if required) will be paid for by ATL.

Once you have registered for the 'Being an ATL rep' course, make sure you request release from your school/college by completing the model letter available at www.atl.org.uk/represources.

Follow-on training allows you to develop your skills in areas such as negotiation, presentation, health and safety and union learning. This will help you be a better rep and support your own career development.

For details of these and other training courses, see the 'Training' section of ATL's website at www.atl.org.uk.

Resources

Being a rep newsletter

Each term you will receive a copy of *Being a rep* in your *Report* magazine mailing. The newsletter keeps you up to date on the latest advice and guidance from ATL, campaign issues you may wish to discuss with your members, case studies from other reps, and information on health and safety and learning and development issues.





Once you have finished reading your copy, you may wish to pass it on to a colleague or cut out any relevant items and stick them up on the noticeboard. Copies of the latest and back issues are always available in the 'Publications and resources' section of www.atl.org.uk.

E-communications

In addition to *Being a rep*, you will also receive regular e-bulletins, with up-to-the -minute information relevant to your role or sector.

Reps toolbox

On the top toolbar of ATL's website you will find a section called 'Reps toolbox'. This is a section of the website dedicated to our reps. It includes lots more information and guidance on performing your role, as well as lots of downloadable resources.





My membership details

On the bottom right of ATL's website you'll find a button called 'My membership details', which enables you to check what members you have in your workplace. You can also use this facility to update your own membership details, or encourage members to use it to update their details.

Recruitment posters and flyers

ATL will regularly send you the latest posters and flyers designed to help you recruit new members. You can always check out what is available or order extra copies at www.atl.org.uk/reporderform.

Help, advice and policy information

There are several places you can find legal and employment advice to assist you in your role and to help answer members' questions.

ATL's website: Firstly, look up the help and advice section of ATL's website. Covering over a hundred key topics from bullying and workload to parental rights and disciplinary procedures, each page also includes downloadable resources, useful links and the facility to email the information to a colleague with one click. The website also includes extensive sections on pay, pensions and health and safety.

Advice factsheets: ATL has produced a series of downloadable factsheets in PDF format, which cover some of the most commonly asked about issues, from sick leave, observation and cyberbullying to allegations, teachers' pay and meetings with management. Not only are they an excellent resource for you, they can also be given to members to keep and use when necessary. You can find the full list of factsheets at www.atl.org.uk/factsheets.

Position statements: ATL produces regular position statements, which outline our policies on a wide range of education topics, based on extensive research by member-led groups and decided by ATL's Executive. See a full list at www.atl.org.uk/policies.





Publications: ATL publishes a number of high quality publications from legal advice titles such as *Taking students off-site* to those aimed at helping with classroom practice such as *Managing classroom behaviour*, and publications specifically for students and NQs like *Induction: making it work for you*.

You may wish to create a publications library for yourself so you have reference copies to hand, and encourage members to order publications for themselves. All resources are free for ATL members and can be ordered online using the 'Publications and resources' section of www.atl.org.uk, or via our publications despatch line: 0845 4500 009.

Your key contacts

Branch secretary

Your branch secretary should be your first point of contact on local issues and member casework. Branch secretaries are trained in all aspects of employment and education so they provide a valuable source of information, especially with regard to local issues and contacts, and can give help, support and guidance on a whole range of issues.

Where possible, attend branch meetings to keep up to date with local issues and share experiences with other local reps, and to represent your members' views at local level. Branch meetings are also a great place to meet other reps.

Keep your branch secretary informed of members' views and issues in your school/college which you feel are not being addressed or listened to. They will be only too happy to assist you.

There are also other ways you can get involved with ATL and your branch, such as becoming a member of the branch committee or offering to write an article for the branch newsletter. Your branch secretary will be very pleased with any offer of help.

Find your branch

If you don't know who your local branch secretary is, use the 'Find my branch' facility at www.atl.org.uk.



Regionally based ATL staff

Regional officials: the union employs regional officials who undertake casework referred to them by branches.

Organisers: ATL's professional union organisers work across all the regions of the UK to support and help reps, members and branches in building a stronger union. For details of who is the organiser for your area, scroll down www.atl.org.uk/repssupport or you can email organise@atl.org.uk.

Learning organisers: ATL's professional union learning organisers work across all the regions of the UK to support union learning reps (ULRs) to promote access to personal and professional development amongst members. ULRs work with learning organisers to survey members about their learning needs, hold learning events and access learning opportunities locally and nationally. For details of who is the learning organiser for your area, scroll down www.atl.org.uk/repssupport or you can email ulr@atl.org.uk.

Specialist staff in our ATL offices

ATL employs a number of professional staff – specialists who will assist you regardless of the issues or problems you encounter.

Our staff can provide expertise in all fields of education, including the following issues:

- employment law and contracts
- pension and tax advice
- salaries and conditions of service
- health and safety.

National officials: we also have national officials who can provide specific advice and support for education professionals in independent schools, and FE and sixth form colleges, and for leaders and support staff. Look them up and contact them at www.atl.org.uk/repssupport.



Key contacts at a glance

General enquiries/legal advice:

for all general enquiries or to speak to a member advisor on a legal or professional matter, call ATL's London office, tel: [020 7930 6441](tel:02079306441) or email info@atl.org.uk.

Out-of-office-hours helpline: don't forget the out-of-office-hours helpline. Monday to Friday, 5-8pm during term time, tel: [020 7782 1612](tel:02077821612). ATL's regional officials are available to speak to you about work problems.

Pension enquiries: [020 7782 1600](tel:02077821600).

Membership enquiries: for information regarding member details, membership lists, membership categories, subscription rates and payment methods, call ATL's membership department, tel: [020 7782 1602](tel:02077821602) or contact them via email: membership@atl.org.uk.

Joining: remember that new members can join ATL by telephone: [0845 057 7000](tel:08450577000) or at www.atl.org.uk/join.

Personal injury claims: for ATL's appointed solicitors, Morrish and Co, tel: [0800 083 7285](tel:08000837285) or visit www.atlinjuryclaims.org.uk.



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Email: info@atl.org.uk
Website: www.atl.org.uk

Cardiff

Tel: 029 2046 5000
Email: cymru@atl.org.uk

Belfast

Tel: 028 9078 2020
Email: ni@atl.org.uk

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