

ATL School Representatives' Checklist –Autumn Term 2008

No	Action	Further information	Contact
1	Check that part-time teachers have been informed of the new arrangements for calculating part-time teachers' pay and directed time.	ATL's advice on part-time pay: www.atl.org.uk/pay-and-pensions/pay-background/pay-background-part-time.asp	Branch Secretary LMS
2	Check that all staff have a minimum of 10% PPA time on their timetable / all NQTs have 10% less teaching commitment than other classroom teachers and that development activities are planned for that time.	Workload Agreement: www.atl.org.uk/worklifebalance	Branch Secretary LMS
3	Advise all NQTs and re-entrants to teaching that they have 12 months if they wish to transfer any previous pension rights into the Teachers' Pension Scheme (TPS).	www.atl.org.uk/pay-and-pensions/pensions/pension-factsheets.asp ATL pensions factsheet 1 on TPS	Teachers' Pensions – 0845 6066166 LMS
4	Ensure that all performance management review/planning meetings are scheduled to take place by 31 October (by 31 December for headteachers).	Guidance for ATL reps and ATL's checklist for reviewers and reviewees: www.atl.org.uk/pm	Branch Secretary LMS
5	Ensure that all qualified teachers on M4, M5 and M6 are aware that from 1 September 2009, crossing the threshold will be based on performance management. Qualified teachers on M4, M5 and M6 will need to have performance management objectives that will allow them to show they meet both the core and post-threshold standards.	Professional standards: www.teachernet.gov.uk/management/staffingandprofessionaldevelopment/payandconditions/ Threshold guidance: www.atl.org.uk/pay-and-pensions/pay-progression/threshold.asp	LMS
6	Ensure that teachers on the upper pay scale are aware that their performance management outcome will determine their progression, subject to two successful performance management cycles, from 1 September 2009	www.atl.org.uk/pay-and-pensions/pay-progression/progression.asp	LMS

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7	Ensure that effected teachers are aware that the safeguarding of management allowances comes to an end on 31 December 2008. Teachers being paid annual safeguarding of more than £500 may have been given additional duties to undertake for the period of safeguarding. They are not required to continue with these when safeguarding finishes. If the school deems these duties necessary for the future, they should be reallocated or the person undertaking them awarded a TLR if appropriate.	www.atl.org.uk/pay-and-pensions/TLR-and-allowances/safeguarding.asp	LMS
8	The arrangements for the payment of short-notice (supply) teachers will be changing during the coming academic year. The overall amount the teacher will be paid should not change but the way that holiday pay is accounted for will. Check that regularly-used supply teachers at your school are aware of this.	Guidance will be issued when the arrangements are finalised and confirmed.	PCP
9	There is still an upper limit of 38 hours for cover per year for a full-time teacher. From 1 September 2009, the wording of the Blue Book will change to “rarely cover” and schools are expected to have interim targets in place this academic year to work towards that change.	Work-life balance toolkit: www.atl.org.uk/help-and-advice/workload-and-hours/work-life-balance.asp	Branch Secretary LMS
10	Check that no teacher has been subject to classroom observations undertaken for performance management for more than three hours. These observations should have been planned in advance, been undertaken by someone with QTS and familiar with the teacher’s work, had a clear focus related to PM, been discussed within 24 hours of observation and the teachers should have had written feedback within five working days of observation.	ATL’s advice on Classroom Observation: www.atl.org.uk/help-and-advice/school-and-college/observations.asp	Branch Secretary LMS