

# KNOW YOUR RIGHTS



Are you required to complete standard lesson plans?

Are you observed for more than three hours a year?

Are you receiving your entitlements under the Workload Agreement?

**ATL's SURVEY** of members shows 48% of teachers must complete standard lesson plans with 14% of heads believing Ofsted requires these plans

**ATL SAYS:** Ofsted no longer wants to see lesson plans so schools must trust teachers' professional judgment in creating their lessons

**ATL's SURVEY** shows 54% of teachers believe classroom observation has not improved their teaching despite 18% having been observed more than four times last year

**ATL SAYS:** teachers should only be observed for up to three hours a year and only linked to agreed objectives and CPD as part of performance management

**ATL's SURVEY** shows 27.5% of teachers cannot guarantee their PPA time and 73.6% still provide cover

**ATL SAYS:** schools must give teachers their full PPA entitlement and must plan now for September 2009 when routine cover by teachers ends

## ATL IN SOCIAL PARTNERSHIP WITH GOVERNMENT HAS SECURED YOUR ENTITLEMENTS UNDER THE WORKLOAD AGREEMENT

**PPA time:** minimum 10% of timetabled week for planning, preparation and assessment

**Leadership and management time:** all teachers with additional responsibilities must be given additional non-contact time not just teachers with TLR payments or in leadership roles

**Dedicated headship time:** headteachers must have dedicated time to lead and manage the school

**Cover:** 38 hour annual limit until September 2009 when teachers will rarely be expected to cover

**Administrative and clerical tasks:** ask the questions: does the task need to be done at all; is it administrative or clerical; does it call for a teacher's professional judgment? Answers yes, yes and no means the task should not be carried out by a teacher

**Invigilation:** teachers should not invigilate external examinations including mocks but may be required to conduct practical and oral examinations.

Talk to your rep or branch secretary for support and advice on lesson planning, classroom observation and your entitlements under the Workload Agreement.

For more information and to find your local branch, visit [www.atl.org.uk](http://www.atl.org.uk)

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Contact your School rep: .....