

School Representatives' Handbook



Introduction

Thank you for agreeing to take on the role of School Representative for the Association. School Representatives are the backbone of the SSTA.

You are never alone in your responsibilities; your District Secretary is available to guide you through procedures, or to advise you when appropriate to email, write, or telephone the Association office.

This handbook contains information which can allow you to answer the most common member queries and can be used as an initial reference source.


I wish you well in your role as the SSTA school representative.

Yours sincerely

Seamus Searson
General Secretary

Quick Contacts
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telephone: 0131-313-7300
website: www.ssta.org.uk

 fb.me/sstatradeunion

 [@sstatradeunion](https://twitter.com/sstatradeunion)

Join online at www.ssta.org.uk/join



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Housekeeping for School Reps



DUTIES AND RESPONSIBILITIES OF A SCHOOL REPRESENTATIVE

Key tasks include:-

- Recruitment
- School membership and subscription enquiries
- Distribution of SSTA materials to members
- First line assistance to members
- Updating the SSTA notice board
- Arranging school meetings of members as required
- Communication with your District Secretary
- Communication with the association Professional Officers or General Secretary
- Being a member of the school negotiating committee

This is not an exhaustive or definitive list.

RECRUITMENT

The best method of recruitment is personal recommendation by a satisfied member. While we would hope that all members would help in this vital activity the main thrust of recruitment will, inevitably, fall to you.

Recruitment opportunities occur at all times of year but it is particularly important to contact, even by leaflet, probationers, newly qualified teachers, and any other new teacher coming into your school on a permanent or temporary basis. A selection of professionally prepared leaflets are available from the association headquarters. As a school representative you should approach all new teachers to encourage them to take up the membership offers (**see the Association website for current offers www.ssta.org.uk**).

Please remember that the Bridlington agreement outlaws poaching of members from one Trade Union by another but members who express dissatisfaction with their union may wish information about the alternatives.

MEMBERSHIP AND SUBSCRIPTION ENQUIRIES

- Please check your school list of members which is issued periodically from headquarters for accuracy and notify the office of any discrepancies. You can request this list at any time
- Encourage members to transfer to paying their subscriptions by Direct Debit.
- Encourage members to keep their details up-to-date to ensure that they receive essential communication from headquarters such as newsletters, bulletins, surveys and ballot forms. www.ssta.org.uk/updatedetails
- Keep an up to date list of current subscription fees handy so that you can answer queries immediately. www.ssta.org.uk/subs
- Refer potential new members to the website for online enrolment and information about the association.
- Members are regularly changing schools, names or employment status. Please notify us of any changes in membership that you know of as soon as possible.

DISTRIBUTION OF ASSOCIATION MATERIALS

One of your most important tasks as a School Representative is to ensure prompt distribution of materials issued by the association headquarters or to your local officials (District Secretary, Convenor, Treasurer, Health and Safety Officer).

In addition to newsletters, bulletins, diaries etc. which are distributed on a one per member basis, you are encouraged to email SSTA information updates and advice notes to members as appropriate. If paper copies are required any costs incurred can be reclaimed from your District Treasurer.

The Association diary is issued free to all paid-up members who opt to have a diary before the beginning of the academic year. Members joining after June will, on receipt of their Enrolment Form, be issued with one of any diaries which remain after the May/June distribution.

Regularly remind members that they can find a lot more information on the association website including up-to-date news, advice notes, links to educational/government/useful websites etc.

www.ssta.org.uk

ASSISTANCE TO MEMBERS

Often a school representative just needs to be a 'friendly ear' or 'sounding board' for members.

You may, however, be able to offer members first line assistance based on the information in this handbook, from the Association website, or by contacting your District Secretary.

If the information you require cannot be found in any of the sources above, or if the matter is personal, then advise the member to contact headquarters. Email is always best but if you judge the issue to be urgent, suggest that the member telephone headquarters immediately. If a professional officer or the General Secretary are not available then the office will take a message and relay it as soon as possible to the first available officer.

You may be asked to accompany a member to meetings with their line manager as part of your Authority's Absence Management Procedure. If you are not familiar with the Policy or are uncomfortable doing this then contact your District Secretary for advice.

Greivances, Harassment, Allegation and Disciplinary cases are handled by the District Secretary or a Professional Officer from the Association.

UPDATING THE SCHOOL NOTICE BOARD(S)

You should have access to and maintain a notice board to display information relevant to members. Materials to assist with this are available from the Association office. If your school has more than one staffroom, it is important to maintain a notice board in each area.

If you inform the office, they will send additional copies of all notice board materials. It is important that the board is serviced regularly to retain impact.

SCHOOL MEETINGS

You should call school meetings of members to discuss issues that arise in the school, the working time agreement, or national issues such as action in breach of contract (industrial action). In the case of action in breach of contract, advice will be issued to you from your District Secretary or the General Secretary.

School meeting time can be factored into your school Working Time Agreement (WTA)*. As school representative it is your responsibility to ask the head teacher to facilitate a school trade union meeting. Meetings are usually organized at the end of a staff development day or as part of a scheduled whole school meeting, however, you may need to ask for an unscheduled meeting at any time.

Any member can request a school meeting. You may wish to take advice, from your District Secretary or headquarters, on whether a meeting is necessary. Your District Secretary or a Professional Officer may join your meeting if the issues warrant this level of support.

You may find it helpful to have the assistance of a Minute Secretary to record any decisions made at a school meeting.

*Although not a binding agreement, some Authorities allow a limited number of Union meetings within the hours of the Working Time Agreement and it may be worth trying to negotiate for this facility.

COMMUNICATION WITH YOUR DISTRICT SECRETARY

Your District Secretary will be in regular contact with you to notify you of District meetings which school representatives are encouraged to attend. Your District Secretary should be regarded as your first point of contact in cases relating to local issues (for example, locally negotiated agreements such as class/absence cover). Your District Secretary will be able to signpost you to the appropriate support/information.

COMMUNICATION WITH THE SSTA HEADQUARTERS

You should contact the SSTA office to advise them of any general problem within your school or local authority which may have implications for more than one member.

Members who require personal assistance or advice beyond your knowledge or experience should be advised to contact a Professional Officer or the General Secretary. The use of email is recommended. Do not be offended if a member does not want to share details with you. Always respect their right to confidentiality.

In urgent cases (e.g. an assault charge) the member should telephone the association office immediately for advice from a Professional Officer or the General Secretary.

SCHOOL NEGOTIATING COMMITTEE (SNC)

You, or another member elected by the school membership, will be required to sit on the School Negotiating Committee (SNC) to establish a proposed pattern of the use of "collegiate time". The proposals should always be put to a secret ballot of staff for approval.

Advice about WTA negotiations can be found in your Association Diary.

In addition, several advice notes are available to assist members who sit on School Negotiating Committees such as:

- Collegiate Time
- Format of a Working Time Agreement Working Time Agreements
- School Negotiating Committees

These and other advice notes also available via our website under "Advice Notes" and the section "WTAs".

ELECTION AND TERM OF OFFICE

Election procedures, terms and conditions can be found in the Constitution - www.ssta.org.uk/ssta-constitution/. The election of a representative is solely the decision of members in the school and is not subject to any ratification. If you are demitting office it is most important that you call a meeting and elect a successor to take over immediately. If there is no one person willing to take over suggest that two members might share the work. Please inform your District Secretary or headquarters of any vacancy.

CHANGE OF REPRESENTATIVE (NOTIFICATION)

The Association office needs to be informed of any change in representative. This should be carried out by the new school representative by email, telephone or in writing to headquarters.

ACCESS TO FACILITIES

You are entitled to be given access to the following by your employer in order to carry out your duties: (this may not apply to schools in the independent sector)

- a telephone
- space on notice board(s)
- reprographic facilities
- accommodation for meetings

EXPENSES

You should reclaim any expenses incurred in postage, telephone calls or photocopying from your District Treasurer whose name can be found in the list of District Officials in Section 9.

TIME OFF FOR UNION DUTIES

If you experience any difficulties obtaining time off for e.g.

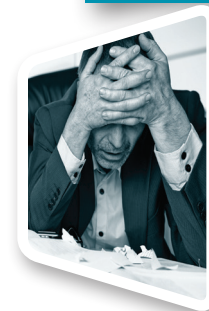
- meeting an Association official in the school;
- supporting members in Stage 1 Absence Management procedures;
- negotiating or consulting with the headteacher regarding conditions for members;

you should contact your District Secretary or headquarters.

THE REPRESENTATIVE'S HANDBOOK

Headquarters will update the handbook as on a periodical basis to keep information up-to-date. Updated pages will carry their issue date for your convenience.

At the end of your term of office as a representative, please pass the link to the handbook on to your successor.



Disciplinary and Grievance Procedures

DISCIPLINE

From time to time SSTA Representatives will be approached by members facing disciplinary action. The possibility of disciplinary action must always be treated as potentially serious.

Members should be advised to inform the SSTA Representative or to contact SSTA Head Office immediately if disciplinary action is under consideration.

Each Local Authority has its own disciplinary procedure and should be accessible to all education staff. Contact your District Secretary if you are unable to find a copy.

PROCEDURES

Disciplinary procedures are designed to emphasise and encourage improvement in individual conduct and should not be viewed primarily as a means of imposing sanctions.

Disciplinary procedures are intended to provide a fair, equitable and consistent arrangement for the handling of situations where disciplinary action against a teacher is considered necessary.

The procedure has a number of stages ranging from informal and unrecorded reprimands up to final written warnings or even summary dismissal.

Members can be asked to make verbal or written statements. Members should be advised not to submit any statement until the Association has been consulted.

The procedure allows members facing disciplinary investigation to be accompanied by a trade union representative or a teaching colleague.

ACTION AGAINST SSTA REPRESENTATIVE

No disciplinary action shall normally be taken against a teacher who is an accredited SSTA Representative until the circumstances of the case have been discussed with a SSTA headquarters official.

INVESTIGATION

Prior to the taking of any disciplinary action there must be an investigation into any allegation of misconduct. After investigation it may be decided that there is no need to resort to the formal procedure and that it is sufficient to talk the matter over informally with the teacher.

DISCIPLINARY ACTION

When, after investigation, it is considered that disciplinary action is needed, a disciplinary interview is arranged.

The teacher must be told clearly in writing what is being alleged and advised of all rights under the procedure.

The teacher must be given reasonable time to prepare his/her case. Any disciplinary action taken should be appropriate to the degree of the offence.

Any mitigating circumstances, including the previous record of service of the teacher, must be taken into account when taking disciplinary action.

PRECAUTIONARY SUSPENSION

A teacher may be suspended from duty WITH PAY where this is considered necessary pending the outcome of criminal proceedings or disciplinary investigations. Precautionary suspension, in these circumstances, is a neutral act and not an indication of inappropriate action.

DURATION OF WARNINGS

Disciplinary action shall normally not be allowed to count against a teacher indefinitely. All disciplinary sanctions are time limited and are included in the Local Authority procedure.

APPEAL

There is a right of appeal which must be made within the timescale contained within the procedure.

CRIMINAL OFFENCES

Criminal offences outside employment shall not be treated as automatic reasons for dismissal regardless of whether the offence has any relevance to teaching duties. The main consideration is whether the offence is one that makes the teacher unsuitable for teaching or unacceptable to other employees.

Disciplinary procedures apply to matters of conduct; if a teacher's competence is being questioned, this should be dealt with under the agreed capability procedure. A teacher shall not be dismissed solely because a charge is pending or because they are absent through having been held in custody.

GRIEVANCE

Every Local Authority must, by law, establish written procedures for giving staff opportunities for seeking redress of any grievances relating to their employment.

Each Local Authority has its own disciplinary procedure and it should be accessible to all teaching staff. Contact your District Secretary if you are unable to find a copy.

Individual or collective grievances are best dealt with, informally, as close as possible to the point of origin by a direct approach to the other employee, or discussion with principal teacher or other senior person involved.

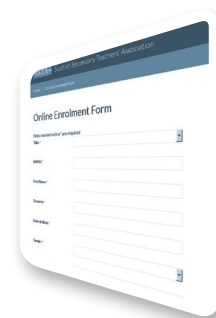
If the matter is not resolved informally, the grievance should be raised formally in line with the Local Authority procedure.

Where a headteacher has a grievance, this is investigated by an officer designated by the Local Authority.

Members should be advised to inform the SSTA Representative or to contact SSTA Head Office before instigating the Grievance procedure.

SSTA Representatives should always consult the District Secretary or SSTA Head Office before advising members to embark on the grievance procedure.

Membership and Subscriptions



MEMBERSHIP

Association membership is open to:

- Standard Members must be teachers registered with the GTCS and may include those who hold a contract to teach or who have made themselves available to teach. They may be full or part-time with a permanent or temporary contract.
- Members who transfer to educational posts in Scotland other than in a secondary school may continue their membership.
- Members who leave teaching but who intend to return to teaching in Scotland may continue their membership.

Full details of types of membership are in the Constitution. See the [SSTA website](#).

SUBSCRIPTIONS

The subscription year runs from 1st January with the rates being determined by October Council on the recommendation of the Finance and General Purposes Committee. Members will be notified of subscription changes.

Subscription rates and special offers can be found on the Association website.

FORMER ASSOCIATES AND NEW ENTRANTS

Students in training and **new entrants** to the profession pay **NO** subscription for sixteen months from the date of their teaching post. They are known as Associate Members.

An Associate's enrolment to full membership will be completed by the Association office staff if the Associate updates their details following the end of the PGDE course..

All new entrants to the Association benefit from discounted rates and/or special offers (see the Association website for current offers). New entrants will receive their membership documentation at their home address.

OVERSEAS EXCHANGES

Members who are contemplating an exchange should be advised to write to the General Secretary since their membership will normally lapse. It may be possible to arrange with a fraternal organisation in Education International to provide the relevant cover.

DEATH OF A MEMBER

Sadly there are occasions when a member dies in service. In these cases it is the custom of the General Secretary to write to their next of kin to express sympathy and offer assistance with superannuation etc. The Association relies on School Representatives to pass on accurate relevant information, especially if there is the possibility of the need for a call on the Benevolent Fund. Please always inform the General Secretary in writing of the death of any member.

METHODS OF PAYMENT AND ENROLMENT

Full details of payment methods can be found on the Association website.

Members can pay by:-

- cheque;
- monthly direct debit (deducted on the last working day of each month); or
- annual direct debit* (payment is deducted on the last working day of January).

Applicants will be required to complete an enrolment form and a Direct Debit Mandate or provide a cheque to cover the subscription balance for the year. Postal applications should be sent to the Association office with the relevant cheque or completed direct debit form, however, please recommend that applicants apply online through the website via www.ssta.org.uk/join.

*N.B. Because of the benefit to the Association of Annual Direct Debit payments, members using this method receive a discount

TAX RELIEF ON SUBSCRIPTION PAYMENTS

Two thirds of the annual subscription to the Association is allowable for tax relief as a fee to a professional body - like the GTCs subscription - not as a Trade Union subscription.

Members who have not claimed recently can obtain details of previous subscription levels from the [Association website](#).

RENEWAL OF MEMBERSHIP

No action is required by members who pay by Direct Debit.

Conditions of Service



CONDITIONS OF SERVICE AND SALARY SCALES

The Scheme of Conditions of Service is published in the SNCT Handbook. You should make a copy of the index together with the most frequently referred to section on "Duties of Teachers" for reference. The whole Handbook it can be accessed via the SNCT website at www.snct.org.uk and clicking "Handbook".

Details of the annual settlement are issued to school representatives as soon as they are known.

LOCAL AUTHORITY STANDARD CIRCULARS AND LOCAL AGREEMENTS

Schools/Headteachers should have copies of these available for inspection in the school office or via the Authorities' intranet/website.

In case of difficulty your District Secretary will be able to supply a copy.

SSTA Structure

The [Constitution](#) describes the relationship between the main decision making bodies within the organisation i.e. Congress, Council, Executive and Finance and General Purposes Committees , and other Committees such as Education, Health and Safety, ASN, Equalities, etc..A brief description of each can be found in the appendices attached to the Constitution.

ASSOCIATION SUPPORTIVE STRUCTURES

The permanent full time officers of the Association are the the General Secretary, the Depute General Secretary, a team of Professional Officers, the Executive Officer and the office staff who are collectively responsible for:-

- day to day administration
- membership
- servicing committees
- distribution of information
- handling enquiries from members
- advising and representing members

DISTRICT STRUCTURE

The District structure of the Association mirrors the current Scottish Local Authority structure although Districts are free to pool resources and act as an Area with a neighbouring District or Districts.

Each District has a District Secretary whose name and contact school are listed on the Association website. In case of any difficulties please contact the office for the most up to date information.

ANNUAL CALENDAR OF EVENTS

January - Annual Subscriptions due

February - District AGMs and Pre - Council meetings. Finance Committee (last Saturday)

March - Executive (first Friday); Council (first Saturday)

April/May - District Pre - Congress meetings; pre-Council meeting (every second year)

May - Congress

August - Executive (usually first Saturday of the new session)

September - District Pre - Council meetings; Finance Committee (last Saturday)

October - Executive (first Friday); Council (first Saturday)

November - District Pre - Council meetings; Finance Committee (last Saturday)

December - Executive (first Friday); Council (first Saturday)

The actual dates of Council and, consequently, the associated Finance and General Purposes Committee and Executive meetings are determined by Council in June each year. Additional meetings are called as required. Other Committees and Panels meet as required during the year.

PARTICIPATION OF MEMBERS

The structure of the Association is designed to give members every opportunity to participate in the formation of policy since all members are welcome and encouraged to attend District meetings where they can put forward motions for Council on any competent matter. These meetings also receive notification of any vacancies on Panels or Committees and are asked for nominations.

REPRESENTATION ON OTHER BODIES

The SSTA is represented on relevant professional and educational bodies in Scotland. We also have negotiating rights as members of the SNCT. We pursue a policy of non political co-operation with other unions in the STUC and, on a wider basis, via regular contact with the other members of the "British - Irish Group" of education unions. The latter operates a reciprocal policy of inviting representatives to their Annual General Meetings (in our case Congress).

We also retain links with the main political parties in Scotland, in particular, having regular meetings with the Cabinet Secretary and Minister for Schools.

INTERNATIONAL LINKS (EI)

The SSTA has pursued a policy of participation in Education International (EI) and European Trade Union Committee of Education (ETUCE). This has led to many useful contacts and allowed us to play a part in developing global education.

Services to Members

The Association provides a comprehensive a range of free services to members as possible within our resources. There is also a range of preferential terms available on purchasing schemes, insurance and other services. Full details are on the website.

SSTA WEBSITE

The Association website (www.ssta.org.uk) provides an enormous range of information including a full range of advice notes. The website is separated into two sections, one for members only and a section to which the public has access. The private area contains various forums (to which members need to sign in) which allow members to make comment on a range of issues. The forums are divided into general, district and subject sections.

ADVICE AND ASSISTANCE IN PROFESSIONAL MATTERS

The Association together with its legal advisers will provide members with advice and representation on matters related to their profession This service is backed by a substantial Law Defence Fund.

Members who may need such assistance should contact the General Secretary immediately and not initiate any arrangements on their own. The Association will not reimburse any legal costs incurred by a member who initiates arrangements on their own.

FREE LEGAL ADVICE SERVICE

Extended Legal service from Thompsons Solicitors – a one stop shop for all your legal needs.

- Free Legal Advice
- Accidents, Injuries and disease outside of work
- Road Traffic Service
- Discounted Rates for Family Law and Conveyancing Services
- Free Wills Scheme
- Fixed Rate Executry and Bereavement Service

BENEVOLENT FUND

The Association maintains a substantial fund, established as a Trust Deed, which ensures that it may only be used for the purpose of benevolence, to help members in need. Cases are considered by the Finance and General Purposes Committee.

As a school representative please note that we usually rely on people like yourself to tell us when a member is in need and could benefit from benevolence - members are understandably reluctant to come forward themselves. A brief note of the circumstances will set the wheels in motion and your intervention can be kept strictly confidential.

ADVISORY SERVICES GENERAL

Advice on any professional matter, such as salaries, pensions, conditions of service, maternity leave etc. is available by writing to or emailing the Association offices at info@ssta.org.uk.

It is helpful if members who have a query which school reps cannot answer personally communicate with headquarters as this prevents possible confusion in relaying the details.

RETIREMENT and PRE-RETIREMENT COURSES

These are popular and highly regarded courses arranged in locations across Scotland at least once a year- according to demand. They are free to members.

FINANCIAL ADVICE

The Association is not a tied agent for any company offering financial services and recommends that members use an adviser licensed by the FCA.

A full range of services for SSTA members is provided by : Llife Ltd, stuart@llife.co.uk, 07710380931.

TRAVEL INSURANCE

Members have an opportunity to join a group World Wide Annual Family Cover travel scheme for a cost from just £99.00. This cost compares exceptionally well with other similar products. Now including free winter sports cover.

Add Home Emergency Cover and Motor Breakdown Cover for Just £74
www.sstatravelinsurance.com or Call 0845 230 1653 to buy over the telephone
(SSTA membership number will be required).

DISCOUNT PURCHASE SCHEMES CAR PURCHASE

SSTA members are entitled to discount prices on new and nearly new cars from Tollcross Garage Ltd, 16 Douglas Avenue, Burnside, Rutherglen. (Tel: 0141-647-8415)

AUTOMOBILE ASSOCIATION

Members can obtain useful discounts when joining or renewing their membership. You can contact the AA on 0800 085 2721 and quoting "Trade Union Code 240".

INSURANCE COVER

As an added benefit of union membership, SSTA in conjunction with Alan Boswell Insurance Brokers have secured a new and improved insurance package underwritten by one of the UK's leading Insurers.

The cover provides damage to private vehicles, loss of personal possessions including bicycles and spectacles, loss of money and a range of benefits for personal accident.

Claims notification should be made direct to the brokers on 01603 218099 to include membership number and full details of the loss. Following verification of membership renewal and policy cover, claims for personal possessions will be settled within 5 working days

Summary of Covers

Personal Accident

Type of Loss	Benefit On Duty	Benefit Off Duty
Death	£10,000	£2,000
Total and permanent loss of all sight in one or both eyes	£10,000	£2,000
Total loss by physical severance or total and permanent loss of use of one or both hands or feet	£10,000	£2,000
Total loss by physical severance or total and permanent loss of use of one or both hands or feet	£10,000	£2,000
Total and permanent disablement from engaging in or attending to usual business	£10,000	£2,000

In addition the policy will include:

- Dental Benefit - up to £200 per member following assault or accident during occupation
- Hospitalisation - £50 per member per day up to a maximum of 365 days
- Coma benefit - £50 per member per day up to 365 days
- Paraplegia or Quadriplegia - up to £25,000 per member for home improvements or relocation following Accidental Bodily Injury resulting in paraplegia or quadriplegia
- Rehabilitation Expenses - up to £10,000 per member for rehabilitation expenses following payment of Permanent Total Disablement

General All Risks

Item Description	Territorial Limit	Sum Insured	Excess
Malicious Damage to any Private Motor Car or Motor Cycle (including accessories), licensed for Road use, owned by a member of the Union or the spouse, or legal partner of such a member	Within the boundaries of any members place of employment in the United Kingdom depending on the union	£500 any one claim	£50
Personal possessions the property of members or for which they are responsible, including text books, instruments and equipment pertaining to the teaching profession and bicycles	Within the boundaries of any members place of employment in the United Kingdom	£300 any one claim	£15
Members Spectacles	Within the boundaries of any members place of employment in the United Kingdom and whilst accompanying any outing, journey or visit connected to employment	£300 any one claim	£15

Money

Item Description	Territorial Limit	Sum Insured	Excess
Money the property of members or for which they are responsible	Within the boundaries of any members place of employment in the United Kingdom	£150 any one claim	£25

The information provided is a synopsis of the insurance only

Members can obtain information on current schemes via the website www.ssta.org.uk/services

Frequently Asked Questions

1. How many non-contact periods am I entitled too?

The maximum contact time is 22.5 hours per week.

2. How many hours am I expected to work in a week?

Up to a maximum of 35 hours a week.

- Teaching of assigned classes and cover for absent colleagues up to a maximum of 22.5 hours per week
- An allocation of 7.5 hours for preparation for assigned classes and correction of the work of assigned classes
- The remaining 5 hours a week is collegiate time

3. How many hours am I expected to work if I am part-time?

Your working hours are pro rata to a full time teacher. If you are 0.4fte your working week would be 14 hours with a max class contact of 9 hours (0.4x22.5), 2 hours collegiate time and 3 hours personal allowance for preparation and correction.

4. I've been asked to cover two classes today. Can they do that?

Yes, if you have not exceeded your 22.5 contact time in that week. However, cover should be fairly distributed across the week.

5. I've been taken for cover three times already this week and now I'm being asked to cover another class. Can they do that?

Yes, if you have not exceeded your 22.5 contact time in that week. However, cover should be fairly distributed across all teaching staff.

6. A colleague has been off work for three days and a teacher is asked to cover one of Seamus's classes on the fourth day. Can they do that?

Yes, if you have not exceeded your 22.5 contact time in that week. However, it would be expected that a supply teacher be in place after the third day.

7. My room is really cold. What is the minimum allowable temperature for safe working?

The recommended temperature after 1 hour is

Type of Accommodation	Temperatures
Medical inspection room, changing room, bathroom, water closet and shower room	18.5°C (65°F)
Teaching space, dining room, Nursery room, common room and staff room and school office	17°C (62°F)
Assembly area, lecture hall, theatre and cinema	15.5°C (60°F)
Sickroom	14.5°C (58°F)
Cloakroom and corridors	13°C (55°F)
Gymnasia	13°C (55°F)
Games hall	10°C (50°F)

8. My room is really hot. What is the maximum allowable temperature for safe working?

There is no maximum but beyond 26 C measures should be taken to reduce the temperature to enable teaching to continue.

9. The Head teacher just walked into my room, sat at the back of the class and observed me teach. I wasn't given any warning. Can she do that?

Yes. However, it is good practice for notice to be given and purpose of visit

10. The Deputy Head teacher (or Faculty Head teacher) just walked into my room, sat at the back of the class and observed me teach. I wasn't given any warning. Can she do that?

No. Observations should be conducted in line with the school observation procedure.

11. A pupil swore at me in my class yesterday. I'm not having him back in. They can't insist that I teach them can they? What are my rights?

You cannot refuse but it would be reasonable for a restorative meeting to have taken place before return to lesson. It would also be appropriate for a 'Violent Incident Report' to be completed.

12. I've been asked to develop the new N3 course for the Dept. This will take some time to do. Do I have to do this?

Yes, if time has been allocated within the Working Time Agreement.

13. My Faculty Head has asked that as I'm the subject specialist in the Department that I am responsible for all the Courses, Coarse Assessments and the Estimate exams in the Senior Phase. Isn't that the role of the Faculty Head?

Yes, if time has been allocated within the Working Time Agreement.

14. My Faculty Head has insisted that the Departmental Policy is that a piece of homework should be issued to all pupils in all classes, marked and returned to pupils with written feedback about progress, every week. Can they get away with this?

No. There should be a whole school policy on homework and allocated time for marking. The amount and type of marking should be confined to the time allocated.

15. My son/ daughter/father/mother has been diagnosed with a serious illness and I would like some time off to be with them. What are my rights?

It is important to check the local authority policy and it could be up to five days leave with pay. In addition, you are entitled to seek unpaid leave if necessary.

16. I would like to take a career break. Can I do this and how should I go about arranging it?

Yes. There are guidelines on the SNCT Handbook but it would be necessary to look at the local authority procedure.

17. My Head teacher came into my class and gave me a dressing down in front of the whole class. I felt really humiliated. What can I do about that?

The Association recommends that an informal meeting takes place with Head teacher to discuss the issue. You can be accompanied by SSTA school representative or a colleague. Should the matter not be resolved then you could raise a grievance. All members are advised to seek Association advice before moving forward with a grievance procedure.

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