

SSTA Representative



Main Duties

- Distribution of information for members from the District Secretary and General Secretary
- Updating the SSTA Notice Board with information from the SSTA for members
- Represent SSTA members on the Working Time Agreement Committee
- Encourage Student Teachers and newly qualified teachers to join the SSTA
- Arrange a meeting of members in the summer term to elect a school representative

What you are not expected to do

- You don't have to have an intimate knowledge of your employers Employment Policies and procedures. Your District Secretary will have this knowledge and will represent members subjected to Employment Procedures.
- You do not have to take issues raised by members to your Head teacher. Your District Secretary will usually visit you at your school to find out what the problems are and decide on the best strategy to resolve the matter.
- You do not have to arrange, chair and lead meetings with members on a monthly basis. Most Reps communicate with their members via your Authorities email system.
- You do not have to attend every District Meeting.

What we would like you to do

- Keep close links with your District Secretary. The District Secretary will be contactable by phone and email and is there to support you and your members. The sooner that issues concerning members are raised with your District Secretary, the sooner they can be resolved to the mutual benefit of everybody
- Attend SSTA Representative training. This takes place every two years and will last the whole day. Your District Secretary may also arrange local training events.
- Encourage your Head teacher to have meetings, perhaps once per term, with the SSTA and the other teaching Unions in order to raise concerns that members may have raised with you.

What are the benefits to you?

- SSTA members in your school will be grateful
- Your Head teacher will appreciate the work that you are doing to benefit the smooth running of the school. This is a good thing!
- Excellent CPD opportunities delivered by the SSTA.
- You will develop skills, whether you intend to or not, that are helpful in Management positions. Many of our Reps gain promotion or are successful applicants in unpromoted posts.
- The knowledge that you will build up in your role as an SSTA Rep will help you develop as a teacher.

For further information contact:

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