



# Newsletter



October 2011

## Defend our Pensions – and have fun

**Why not take a free trip to London during half-term? You could defend teachers' pensions as well as sightseeing, shopping, or visiting friends.**

The teachers' and head teachers' unions are asking all schools to send one representative from any of the unions to the House of Commons to lobby their MP on Wednesday 26<sup>th</sup> October.

Once a school has agreed on a representative to go to London, the idea is to take a collection from the whole staff to fund their train ticket. But if there is someone who would like to go, and for some reason there are financial difficulties, contact the union office as we will probably be able to help. The lobby shouldn't take too long so as far as work-life balance goes it's more life than work.



### At least 21 things a teacher shouldn't do

Have you been typing data on pupils into the computer lately, or phoning home to find out why pupils are absent? How about putting up displays or stocktaking? Well you shouldn't. It's not just the NUT that says so, it's written in the School Teachers' Pay and Conditions Document. This covers all state schools and, at present, all Academies in Bradford.

The 21 tasks that are not part of a teacher's job are printed **overleaf**. They can also be found by going to this link on our website

<http://www.bradfordnut.org/info/conditions/WORKLIFE%20BALANCE.html>

### Beware of small chairs

"When I'm working with the children at their table I usually sit on one of their small chairs because it's more comfortable than leaning over"

"I can't use an adult chair at the children's table because it's too

high, and my legs won't go underneath".

Could this be you or another adult who works in your classroom?

The regular use of small chairs by teachers and teaching assistants, especially in the lower years of primary school, is a potential cause of back problems now or in the future. A child's chair does not give enough support to your back and forces you to adopt bad posture.

If you can't avoid sitting at low tables, adult-size low-level chairs are probably the best solution. Ask your school management to purchase one for every adult in the room.

### Equalities Monitoring? Please let us know

Bradford NUT's Equalities Group is trying to build a clear picture of what is happening in our schools regarding incidents involving race, disability, gender, transgender, sexual orientation, religion etc. In particular we would like to know if a form is available to record the

incidents, and does the form cover all protected characteristics or just some, eg. race and religion. Also, in the case of electronic reporting systems such as CMIS, are there specific codes for all the protected characteristics?

We would be grateful if someone could let us know the answers to these questions by emailing Bradford NUT's Equalities Officer at [alison@bradfordnut.org](mailto:alison@bradfordnut.org)

Would you like to get involved in the work of the Equalities Group? Please email Alison at the same address.

### Pensions Action Meeting Tuesday 1<sup>st</sup> November International Restaurant 5 - 6.30

The next General Meeting of Bradford NUT will be a meeting to discuss the

**Action on 30<sup>th</sup> November** and what might happen after that to defend our pensions. Especially important for NUT Reps.

Meeting followed as always by a FREE MEAL of your choice

**Join the NUT, the largest teachers' union, and be part of our campaign to defend your pension**

**FREE membership for first-time joiners until 2012**

**Just ring the Joining Hotline on 0845 300 1669 or 020 7380 6369**

## Clerical and Administrative Tasks

The School Teachers' Pay and Conditions Document specifies that teachers are not required routinely 'to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment'. Such tasks are not part of the professional duties of a teacher. Teachers cannot be routinely required to undertake any clerical tasks, not just those on the list of examples set out below. A requirement to undertake a task may be routine even if it is undertaken only annually.

1. Collecting money from pupils and parents.
2. Investigating a pupil's absence.
3. Bulk photocopying.
4. Typing or making word-processed versions of manuscript material and producing revisions of such versions.
5. Word-processing, copying and distributing bulk communications, including standard letters, to parents and pupils.
6. Producing class lists on the basis of information provided by teachers.
7. Keeping and filing records, including records based on data supplied by teachers.
8. Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers.
9. Producing analyses of attendance figures.
10. Producing analyses of examination results.
11. Collating pupil reports.
12. Administration of work experience (but not selecting placements and supporting pupils by advice or visits).
13. Administration of public and internal examinations.
14. Administration of cover for absent teachers.
15. Ordering, setting up and maintaining ICT equipment and software.
16. Ordering supplies and equipment.
17. Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same.
18. Taking verbatim notes or producing formal minutes of meetings.
19. Co-ordinating and submitting bids (for funding, school status and the like) using contributions by teachers and others.
20. Transferring manual data about pupils not covered by the above into computerised school management systems.
21. Managing the data in school management systems.

This list is indicative, not exhaustive. There may be other related tasks which are also not part of your job. Contact the office if teachers in your school are expected carry out any of these tasks.

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