

8 November 2022

Dear Member

I wrote to you on 18 October 2022 giving notice in accordance with Article 118 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 of a revised and additional continuous action short of strike action following a lawful ballot of members.

I write to give notice in accordance with the above Order of a revised ASOSA instruction, which is as follows:

22. Members will undertake to prepare, plan and assess for their pupils at a time and place of their choosing. Pre-existing duty arrangements which are related to safeguarding of pupils (e.g. school bus duties) are exempt from action.

The revised instruction will be in the form of continuous action short of strike action and will commence on **21 November 2022**.

Revised Action Short of Strike Action Instructions – from 31 October 2022

1. Members will not implement any existing or new policies, initiatives or working practices which have not been the subject of consultation and agreement with the NASUWT.
2. Members will not implement any existing or new initiatives from the Department of Education or other arm's-length bodies which have not been workload impact assessed and agreed with the NASUWT.
3. Members in receipt of a Teaching Allowance or Special Educational Needs Allowance will not undertake additional responsibilities without sufficient designated time in their Directed Time Budget.
4. Members will not undertake any existing or new unremunerated duties or responsibilities which are not required of all classroom teachers.
5. Members will not accept or co-operate with any classroom observation outside of Induction and Early Professional Development and the Performance Review and Staff Development (PRSD) scheme, which stipulates classroom observation of one hour per year with a maximum of two visits. All members currently at UPS3 or at the top of their Individual School Rate (ISR) will not cooperate with or undertake any work related to their own Performance Review and Staff Development (PRSD) process.
6. Members will not undertake any cover (including temporary compositing of classes) for absent colleagues outside of the requirements of the Teachers' Terms and Conditions (Jordanstown Agreement), including:
 - a) when it was known and agreed in advance that an absence would exceed 2 days (other than covering for primary 1, 2 or nursery colleagues);
 - b) where there are fewer than 222 pupils in the school; or
 - c) where the teacher is nursery (in primary school), primary 1 or primary 2.
7. Members (unless paid a specific teaching allowance and time is allocated on the time budget) will not carry out any routine non-Qualified Teacher Status (QTS) administrative or clerical tasks, including:
 - a) collecting money from pupils and parents;
 - b) investigating a pupil's absence;
 - c) bulk photocopying;
 - d) typing or making word-processed versions of manuscript material and producing revisions of such versions;

- e) word processing, copying and distributing bulk communications, including standard letters, to parents and pupils;
 - f) producing class lists on the basis of information provided by teachers;
 - g) keeping and filing records, including records based on data supplied by teachers;
 - h) preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers;
 - i) producing analyses of attendance figures;
 - j) producing analyses of examination results;
 - k) collating pupil reports;
 - l) administration of work experience (but not selecting placements and supporting pupils by advice or visits);
 - m) administration or scribing activities for public and internal examinations;
 - n) administration of cover for absent teachers;
 - o) ordering, setting up and maintaining ICT equipment and software;
 - p) cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same;
 - q) taking verbatim notes or producing formal minutes of meetings;
 - r) co-ordinating and submitting bids (for funding, school status and the like) using contributions by teachers and others;
 - s) transferring manual data about pupils not covered by the above into computerised school management systems;
 - t) managing the data in school management systems.
8. Members will not undertake invigilation of public examinations.
 9. Members will not comply with any existing or new marking and assessment policy, including homework policy, which has not been agreed with the NASUWT.
 10. Members will not co-operate with the scrutiny by other staff of pupils' books, nor conduct scrutiny of the books of pupils of other staff colleagues.
 11. Members will not submit their teacher planners or lesson plans to members of the Senior Management Team or anyone acting on their behalf.
 12. Members will not send or reply to work-related emails, texts, social media messaging outside pupil session times, or during the lunch break.
 13. Members will not attend more than one meeting each month outside pupil session times, lasting no more than one hour.
 14. NASUWT members will not accept the direction of the principal to undertake any other activity in lieu of attendance at meetings and, outside timetabled pupil session times, members may carry out their duties at the location of their choice.
 15. Members will not meet with or report to parents, on an ad hoc basis, in person, online or by telephone, outside pupil sessions.
 16. Members will not attend more than one parents' evening event outside pupil sessions.
 17. Members will not co-operate with any ETI inspections or mock inspections.
 18. Members will not undertake extra-curricular activities unless otherwise agreed with the NASUWT.
 19. Members will not carry out requisition of materials or teaching supplies unless specifically allocated appropriate time within their Directed Time Budget.
 20. Members will not engage in assigning levels of progression to pupils at Key Stage 1,2 or 3 for internal and/or external moderation.

VOLUNTARY ACTIVITIES OUTSIDE SCHOOL SESSIONS

21. Voluntary activities include school teams, music/drama productions and clubs. Where members have made a professional judgement and have volunteered freely to provide extra support for

certain pupils outside school sessions, these can also continue. However, where any of the above activities have been imposed on a member, then the action short of strike action instructions enable members to withdraw from these activities.

ESCALATED INSTRUCTIONS

- 22. Members will undertake to prepare, plan and assess for their pupils at a time and place of their choosing. Pre-existing duty arrangements which are related to safeguarding of pupils (e.g. school bus duties) are exempt from action.**
23. Members will not complete any part of the School Development Plan (SDP).
24. Principal/Vice Principal members will not provide information or data to the employer authorities relating to staff or pupils outside of the Annual Census and monthly return.
25. Principal/Vice Principal members will not forward minutes of Board of Governors meetings to the employing authorities.
26. Principal/Vice Principal members will not facilitate or attend any Board of Governors' meetings after 5.00 pm.
27. Principal/Vice Principal members will not produce more than one financial plan in any academic year and only in circumstances where a final school budget has been allocated. Members will not share any financial plan with the employing authority, D.E. or associated ALBs. Financial Plans will reflect the year immediately following the date of budget allocation. Until such times as a three-year budget has been provided to schools, principals should limit any school development planning to one year.
28. Principal/Vice Principal members will not facilitate any school visits by School Development Services (SDS), save for those associated with legitimate safeguarding issues or if the school is in Formal Intervention.
29. Principal/Vice Principal members will not engage with School Improvement Professionals (SIPs), apart from at their request and associated only with urgent school-based needs.

Essentially, these Action Short of Strike Action Instructions as issued will apply to all NASUWT members including:

- classroom teachers;
- substitute teachers;
- vice-principals;
- principals.

The Action Short of Strike Action Instructions also applies to all NASUWT members working in grant-aided schools or employed directly by the Education Authority on teachers' terms and conditions of employment. This includes all schools in the following categories:

- controlled;
- maintained;
- voluntary grammar;
- integrated.

The revised instruction and additional continuous action short of strike action will commence on **Monday, 21 November 2022.**

For the avoidance of doubt, the continuous action short of strike action that commenced on Monday 9 May 2022 and the revised and additional continuous action short of strike action, which was issued on 28 September 2022, and 18 October 2022, respectively, remains in place.

Thank you for your solidarity and support during what I know has been a difficult period for you all.

Yours faithfully



Dr Patrick Roach
General Secretary