

THINGS TO KNOW

- Teachers must receive a directed time calendar by July each year.
- All teachers are entitled to at least 10% of their timetabled teaching time as PPA.
- Teachers should not be required to cover for absent colleagues except in emergencies.
- Teachers cannot be routinely asked to supervise pupils during breaks or lunch without agreement or pay.
- Teachers are entitled to a reasonable work-life balance and should not face excessive workload.

- Pay progression should be automatic. If not, speak to your local district secretary.
- Teachers returning from maternity leave must receive any pay rises awarded during their absence.
- Teachers on sick leave are entitled to full and half pay depending on their length of service.
- Teachers must be consulted on any proposed changes to their working conditions.
- Teachers have the right to union representation in any formal meeting affecting their employment.

**If in doubt,
check your school policies**

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Reps Chat



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FOR REPS

2025

neu.org.uk

wirralneu.co.uk

Top twenty habits of a good rep.

Understanding Your Role and Rights

- You're entitled to paid time off to carry out union duties and attend training—this is a legal right.
- You can represent members in formal meetings like disciplinarys or grievances—know the procedures and when to step in.
- Basic employment law knowledge helps—especially around contracts, dismissal processes, and discrimination protections.
- The Burgundy Book is your go-to for understanding sick pay, maternity rights, and notice periods for teachers.
- The STPCD outlines pay and working conditions—you should know how it affects pay progression, working hours, and planning time.



Building Union Strength

- Keep your membership list up to date and welcome new staff into the union.
- Run regular union meetings—they're a chance to listen, inform, and build solidarity.
- Communicate clearly and regularly—use noticeboards, emails, or chats to keep members informed.
- Use national NEU campaigns locally—they can help raise awareness and win improvements.

Navigating School Policies

- Familiarise yourself with key school policies—especially those on behaviour, safeguarding, and staff appraisal.
- Understand how pay decisions are made—especially how they link to performance reviews.
- Know the process for restructures and redundancies—so you can support affected members.
- Health and safety is part of your role—report risks and ensure staff concerns are taken seriously.

Supporting Members Effectively

- Keep everything confidential—members need to trust you with sensitive issues.
- Know when to escalate—if a case is complex or serious, contact your branch or NEU regional office.
- Take clear notes in meetings—they're essential for follow-up and protecting members' rights.
- Be ready to support members in distress—whether it's bullying, mental health, or safeguarding concerns.
- Use NEU templates and guidance—they're designed to help you respond correctly and consistently.

Staying Informed and Connected

- Keep learning—attend NEU training and stay updated on changes in education and employment law.
- Know where to get help—your branch, regional office, and the NEU website are all there to support you.

You can access the
Wirral reps' handbook
here



Advice Line: 0345 811 8111