

SAY YES TO SECURITY AT WORK

As a GMB member you are much more **secure** at work because you are part of an **effective** union of 610,000 members. Whether you work full-time or part-time—whatever job you do— GMB can **help** you.



GMB@SCHOOL

GMB NEWSLETTER FOR SCHOOL SUPPORT STAFF Autumn/Winter 2009



WHAT DO I PAY?

GMB keeps membership costs as low as possible. 10 hrs and less 80p a week (£3.47) per month, 11 hours and above £1.43 per week (£6.20) per month, if you work full time £2.55 per week (£11.05) per month. The union offers a range of benefits based on what you pay

HOW DO I JOIN?

Join online at www.gmb.org.uk/join, or fill in parts 1, 2 and 3 or 4 of the form below and hand it to your local GMB representative or post it to FREEPOST RRRS-KSGH-REKT, GMB, Cavendish House, 369 Burnt Oak Broadway, Edgware HA8 5AW (you do not need a stamp). If you have any questions contact GMB: email info@gmb.org.uk or visit our website www.gmb.org.uk

HOW WILL “RARELY COVER” AFFECT YOU?

From the 1st of September 2009 the “Rarely Cover” contractual entitlement for teachers begins, which may have a massive effect on schools support staff by putting you in charge of a class more often.

Whilst the new entitlement for teachers does not automatically involve any contractual changes for support staff, every GMB member needs to be aware of how any changes to teaching arrangements will affect them and their current working conditions.

Previously issued national advice and guidance recommends that Head Teachers consult with Teachers, Support Staff and their Union Representatives when developing a cover strategy for their school; so if your School has followed this guidance then GMB members and their Representatives should have already been consulted on any proposed changes.

However GMB is concerned that many Schools will not have consulted their staff, either Teaching or Support Staff, on any proposed cover strategy and will simply approach Support Staff at the beginning of the new term with a request to provide cover.

If you and other GMB members are asked to provide cover it is important that they are aware of their rights because the request may involve them performing ‘cover supervision’ or even ‘specified work’ for the first time which would almost certainly involve contractual changes. If this happens, according to the advice contained in **Rarely Cover Implementation Process Guidance**, GMB members have the following rights:



“In short, Headteachers who wish to change or adapt contracts and job descriptions for these staff:

- Cannot unilaterally impose changes
- Must consult the staff and their union representatives
- Must consider any grading or pay implications of any **agreed changes** and if necessary consult the local authority for guidance on re-evaluating jobs, and the correct pay and grading for new roles and responsibilities.”

FOR UNION USE ONLY Section Branch No Membership No Date of joining

GMB membership application form PLEASE USE BLOCK CAPITALS

1 TELL US ABOUT YOU

Surname First name Title Mrs/Miss/Ms/Mr Date of birth
 Home address Home Tel Email
 Postcode Mobile I agree to abide by GMB rules Signature
 Date We ask for your ethnic origins as part of our equal opportunities policy of improving services to all members
 Bangladeshi Black African Black Caribbean Black British Chinese Indian Irish Pakistani White Other:

2 TELL US ABOUT YOUR JOB

Employer Your job
 Address where you work How many hours a week do you work? Pay No
 Postcode Work Tel Pay Date

3 CHOOSE EITHER AUTHORISATION OF DEDUCTION OF YOUR TRADE UNION CONTRIBUTIONS FROM YOUR PAY

Section 68, Trade Union and Labour Relations (Consolidated) Act 1992 as amended
 • I authorise my employer to deduct from my pay each week/month the sum of £ or other amounts as may be fixed by the GMB from time to time.
 • Please start the deductions immediately and pay the amounts to the GMB. Cash
 • I note that this agreement may be cancelled by one month's notice in writing.
 • I give permission to my employer to notify the GMB of any future change of address.
 Signed Date

4 OR INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the form and send to GMB, 22–24 Worple Road, London SW19 4DD
 Name and full postal address of your Bank or Building Society branch
 To the Manager of Bank/Building Society
 Address Postcode
 Name(s) of account holder(s)
 Bank/Building Society Account Number
 Bank/Building Society Sort Code
 Reference number (Office use only)
 Originator's Identification Number
 For GMB official use only. This is not part of the instruction to your Bank/Building Society. If your A/C number is not available fill in your address below.
 Instructions to your Bank or Building Society. Please pay GMB Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with GMB and, if so, details will be passed electronically to my Bank/Building Society.
 Signature(s)
 Date
 Banks or Building Societies may not accept Direct Debit instructions for some types of account

If you want to organise a meeting at your schools with GMB or to make sure your school receives GMBs regular newsletter, call Bill Chard on 0845 337 7777. If you or any of your colleagues working in schools are not members, you can join using the form on the back of the newsletter or online.

Join online at www.gmb.org.uk

WHAT IS COVER SUPERVISION?

Cover supervision occurs where no active teaching (i.e. specified work) is taking place and pupils undertake pre-prepared work, under the supervision of a member of support staff. Cover supervision is appropriate short-term absence but it is not an appropriate way of covering medium to long-term absence or of dealing with a class when a teacher is not timetabled to teach them.

WHAT IS SPECIFIED WORK?

The Regulations define 'specified work' as:

- a) planning and preparing lessons and courses for pupils;
- b) delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
- c) assessing the development, progress and attainment of pupils; and
- d) reporting on the development, progress and attainment of pupils.

And is subject to a number of conditions:

- the support staff member must carry out the 'specified work' in order to assist or support the work of a qualified teacher in the school;
- the support staff member must be subject to the direction and supervision of a qualified teacher in accordance with arrangements made by the headteacher of the school; and
- the headteacher must be satisfied that the support staff member has the skills, expertise and experience required to carry out the 'specified work'.

The National Joint Council (NJC) national profiles recommend that, in a four-tier career structure, 'cover supervision' is a level 3 activity and 'specified work' is a level 4 (HLTA) activity. There is significant evidence that in primary and special needs schools cover supervision quickly becomes specified work. It is appropriate, therefore, that support staff deployed to provide cover which involves specified work should be trained to HLTA/level 4 and their pay and grading should reflect this.

That is why all GMB members should receive a request in writing and that any request must be agreed between yourself and the Head; if this hasn't already happened then please complete the form opposite, keep a copy and submit it to your Head for them to complete and return to you.

REQUEST TO PERFORM 'COVER SUPERVISION' OR 'SPECIFIED WORK'

Dear _____

Date _____

I acknowledge your request for me to perform cover now that new guidelines on 'rarely cover' have become effective.

My Union, GMB, has advised me that based on national advice and guidance any request to perform cover should be in writing and that we should agree on the arrangements.

Can you please identify the type of cover I am being requested to perform?

PPA Sickness Cover Other _____

How many hours per week is this required? _____

What enhancements to my hourly rate of pay will I receive for performing this cover? _____

Signed GMB Member _____

Signed Head _____

When you have completed this please send a signed copy to:

GMB Freepost
FREEPOST RRRS-KSGH-REKT, GMB,
Cavendish House,
369 Burnt Oak Broadway,
Edgware HA8 5AW
(you do not need a stamp)

IF YOU ARE NOT A MEMBER OF GMB, PLEASE ENSURE YOU COMPLETE THE APPLICATION FORM OVERLEAF BEFORE YOU RETURN THIS REQUEST FORM.

As a member of GMB, you are the Union, it is essential you have a voice and that your views are taken into account with your employer and government. In order to ensure this happens, please let your local representative know of any concerns you or your colleagues may have. Contact Bill Chard direct on: e-mail: bill.chard@gmb.org.uk or telephone: 0845 337 7777