

Lay Roles within the NASUWT



PLEASE NOTE: THE NASUWT DOES NOT PAY FOR COVER FOR ANY MEMBER TO ATTEND A COURSE.

The law states that employers should provide funding for training for elected representatives of the Union (Section 168(2) of the Trade Union and Labour Relations (Consolidation) Act 1992).

Please refer to the NASUWT publication 'Time off for Training' available to download at www.nasuwt.org.uk , for further support and information.

The structure of the NASUWT – In the Workplace

- **Workplace Contact**
- **Workplace Representative**
- **Health and Safety Representative**
- **Learning Representative**

Elections for these posts must be held in school. All NASUWT members should be given a vote.

Further clarification can be sought from the following teams based at Rednal:

- **Equality & Training**
- **Recruitment**

0121 4536150

NASUWT School-based Representatives

NASUWT workplace Contact

Any member of the NASUWT in a workplace can volunteer to become a contact in those workplaces where there is no accredited NASUWT Representative. The contact is the vital link in the workplace to ensure members are receiving the information, advice and support that they need. The role includes; updating the Union notice board, circulating information directly to members, prompting members to respond to ballots, pass information about the benefits of being a member to newly qualified and any new teachers to the workplace, communicating any concerns members may have to the NASUWT Local Secretary.

There is no formal NASUWT training course for this role but it is covered in other courses.

NASUWT Representative – The School Rep

An NASUWT Representative will deal with Head teacher regarding local, day-to-day issues affecting NASUWT members in their particular school. An NASUWT Representative may, after receiving training, deal with low-level individual cases. An NASUWT Representative can always contact their Local Secretary, National Executive Member or Regional/ National Centre for support, advice and guidance or to deal directly with the Head teacher.

NASUWT offers an extensive range of training both at our residential Educational Centre in Birmingham and at our Regional/National Centres. NASUWT Representatives, once elected by the NASUWT members within the school, have rights to time off for training and to carry out their role.

In larger schools sometimes the members elect a Deputy Representative to assist the School Rep.

The NASUWT provides the following training for this role:

- ***Representatives (Stage One): Working Together – a 2 day course***

NASUWT Health and Safety Representative

NASUWT Health and Safety Representatives, who are elected by the NASUWT members within the school, make sure that NASUWT members' workplaces are as safe as possible and do not cause illness or injury. Training is provided to support the activities of this role.

Importantly the Health and Safety Rep has no 'responsibilities' for Health and Safety at the school, they remain with the school's management.

Health and Safety Representatives are legally entitled to as much time off with pay as they need for training.

The NASUWT provides the following training for this role:

- ***Health and Safety Reps (Stage One) - a 2 day course***

NASUWT Learning Representative

NASUWT Learning Representatives are trained in advising members on learning needs and opportunities. The role of the Learning Rep is to encourage, advise and sometime help facilitate their members to take up learning opportunities. These opportunities can include opportunities linked to CPD but also should include learning outside of the workplace – lifelong learning.

Their work mostly involves face-to-face meetings and other direct contact with their fellow workers. However they may also work with employers and training providers to identify the range of learning opportunities available. They share a level of trust with their members, and can often engage those who would prefer not to discuss their learning needs/wants to their employer.

NASUWT Learning Representatives, once elected by the NASUWT members within the school, have rights to time off for training and to carry out their role.

The NASUWT provides the following training for this role:

- ***Union Learning Reps (Stage One)- a 2 day course***
- ***Union Learning Reps (Stage Two)- a 2 day course***

Local Branch Activists

Local Associations must adhere to Union rules for local elections. The following positions must be announced at Annual General Meetings and have followed the correct procedures as agreed in the NASUWT Model Rules.

President

Chairs meetings, possibly representing the branch alongside the Secretary at Federation meetings.

This role requires a pay slip.

This is an elected post

The NASUWT provides the following training for this role:

- ***Organising in the Local Association – a 2 day course***

This is for a group of L/A Activists to attend together

Vice President

Same as for the Local Association President. This is an assisting and deputising role. The President 'in waiting'.

This role requires a pay slip.

This is an elected post

The NASUWT provides the following training for this role:

- ***Organising in the Local Association – a 2 day course***

This is for a group of L/A Activists to attend together

Local Secretary

Senior Organiser - liaises with Headquarters and Regional / National Centres. **Possibly undertakes casework on behalf of the NASUWT.** The L/A Sec is the first point of contact for the school representatives on many issues. Convenes meetings of the local committee and the general membership. Produces agendas and undertakes (possibly with help from others) general administration of the branch.

This role requires a pay slip.

This is an elected post

The NASUWT provides the following training for this role:

- ***Organising in the Local Association – a 2 day course***
This is for a group of L/A Activists to attend together
- ***Local Secretaries (Stage One) – a one day course***
- ***Local Secretaries (Stage Two) – a one day course***

CASEWORKER ACCREDITATION

- **School Reps (Stage One) : Working Together – a 2 day course**
- **School Reps (Stage 2) : Working Together – a 2 day course**
- **Reps 3 Casework – a 2 day course**
- **Discrimination Casework– a one day course**

These 4 courses **must be** completed before NASUWT accreditation will be awarded. In addition, caseworkers also have to attend at least one

caseworker briefing per academic year as part of the on-going accreditation programme.

Additional Courses that caseworkers can attend include:

- Reps (Stage 3) – negotiation – **a 2 day course**
- Reps (Stage 4) Casework – **a 2 day course**
- Advocacy – **a 2 day course**
- Redundancy – **a 1 day course**

Treasurer

Manages the Local Association Bank Account and funds. Prepares and monitors the budget with the Local Association Officers. The Local treasurer reports to the National Treasurer.

This is an elected post

The NASUWT offers bespoke training to support members taking on the role of Treasurer. The training is delivered by staff colleagues from the Finance Team at Rednal.

Training can be arranged by emailing the team at

finance@mail.nasuwat.org.uk

- Excel (Stage 1) – **2 day course**
- Excel (Stage 2) – **2 day course**

Additional to Health and Safety (Stage One), the NASUWT also provides the additional courses for H&S Reps:

- **Health and Safety Reps (Stage Two) – a 2 day course**
- **Health and Safety Reps (Stage Three) – a 2 day course**

Benevolent Officer

In many regions, the Local Association Secretary fulfils the function of the Benevolent Officer. However in some areas, particularly where there are Benevolent Federations in operation, members are specifically elected to carry out the sole function of Benevolent Officer and deal with any arising Benevolence issues.

The primary role of the Benevolent Officer is to visit any members, former members or their dependents in their area, who want to make an application to the Benevolent Fund. All applications for assistance must be completed by a Benevolent Officer, never by the applicant themselves. They also often brief the applicant on what information will be required from them, allowing them time to prepare for the visit by collating any relevant supporting documentation. The Officer, or Visitor as they are commonly known, is expected to visit the applicant at their home and spend some time with them gathering details about family circumstances, employment situation, income and expenditure and the background to their current financial difficulties, in order to complete the benevolent application form. Supporting documentation such as bank statements, bills and wage slips are shown to the Visitor who may take a copy to submit with the application form. The Visitor has to make recommendations on what they deem appropriate assistance for the applicant using the Benevolent Visitors Handbook as a guide. The Visitor is responsible for submitting the application form to the

Benevolence Department at Headquarters, in order for the case to be put before the Central Benevolent Committee, who is also the Trustees of the charity, for consideration. The Visitor is informed of any decisions made and sometimes asked to help clarify matters with the applicant, if the Committee requires further information.

Benevolent Officers who are involved with the Benevolent Federations may have an extended role and regularly attend local Benevolent Federation meetings. All Officers are invited to attend the Annual General Meeting held by the Central Benevolent Committee.

This is an elected post

The NASUWT provides the following training for this role:

Benevolence Casework: For Benevolence Visitors – a 1 day course

Social Media Officer/Membership Secretary/Producing the newsletter

These are just *examples* of roles for Committee Members of the Association.

The NASUWT provides the following training for roles such as these:

- Excel (Stage One) – **a 2 day course**
- Excel (Stage 2) – **a 2 day course**
- Powerpoint (Stage 1) – **a 1 day course**
- Using the internet and social networking for organising – **a 2 day course**
- Word: Developing Skills in Word/Using WORD as a publishing tool – **a 2 day course**

Local Association Nominee to National Executive Advisory Committees

The NASUWT has a number of committees which advise the National Executive on special areas of the Associations work. They comprise members nominated by local branches and a small number of National Executive Members.

Notification is sent to Local Association Secretaries so members wishing to sit on an advisory committee **HAVE** to attend their relevant local meeting.

The current group of Advisory committees are listed below:

- Leadership Group
- Sixth Form Colleges
- Special Educational Needs
- Post 16
- BME
- Disabled members
- LGBTI
- Women
- Young members

This is an elected post

The position is open to members of the NASUWT. It does not come with facility time so employers would have to provide paid time off for members to attend these meetings.

Please refer to **appendix one** of this document for further information about the role.

Information is also available on the website: www.nasuwt.org.uk

National Executive Member

The role of National Executives is classed as an *activity* and therefore does not automatically come with facility time. It is a very important role within NASUWT as the role bridges the gap between staff and lay activists. NEMs are expected to attend as many local association and federation meetings in their area as they can. They will also be expected to attend and chair meetings at their regional / national centres as well as promoting the work of NASUWT at all levels of negotiation. NEMs are responsible for collective industrial action within their district. Once elected to the National Executive, they are placed on one of seven Committees, which are responsible for a particular aspect of the union's affairs.

Apart from attending the monthly meetings of the National Executive on which they will be representing your views, NEMs also work on the Committees, developing policies, drafting advice and
Each of the seven committees has one or two representatives on the Equal Opportunities Committee.

The National Officers, who are elected by the whole membership of the union, have their own Committee. This Committee is very important since, amongst other things, it is responsible for authorising industrial action.

Other considerations for members

September

Look out for a mailing through the post from your Local Association Secretary. It may have nomination forms for roles within your local association for the AGM in the spring term.

The mailing will have a list of the meetings for the following academic year. To be involved, it is imperative that you attend as many as possible.

January

Look out for Conference motions. These will be emailed directly to you. Make sure you use your vote. You should choose the 12 most important motions. If they make it onto the agenda at National Conference, the debate will form NASUWT policy. If you attend the Conference as a delegate, you will have the opportunity to speak on this motion.

Contact your Local Association Secretary regarding the Advisory Committee nomination papers.

January/February

Attend your Local Association Annual General Meeting

Easter

NASUWT Annual Conference

Union policy is derived from the motions debated at Annual Conference.

Every member is allowed to attend.

Summer Term

Look out for the email in the summer term, inviting you to register your interest in attending Annual Conference the following year.

Look out for the numerous PRIDE marches taking place across the UK. Contact your Local Association Secretary/Regional or National Centre, if you want to get involved in your area.

NASUWT Consultation Conferences

Use the event to book your place on one of the **TUC Equality Conferences**.

Remember to check with your school that they will allow you paid time off before confirming your place with the NASUWT.

Feeling overwhelmed and don't know where to start?

If you have **never held a Union position**, but would like to, consider attending one of our Development courses.

Please note: *Development Courses are for complete novice members. Those who have previously attended a course, or who hold a Local Association position, are ineligible to attend.*

Read the fortnightly NASUWT bulletin that's emailed to all members. This will keep you abreast of current news and events.

APPENDIX ONE

ADVISORY COMMITTEES

Terms of Reference

1. Role of the advisory committee

- 1.1 To advise the Equal Opportunities standing committee on any relevant matters, as determined by the standing committee.

2. Membership and Election

- 2.1 The Advisory Committee will comprise:

- (i) two members of the National Executive from the standing committee;
- (ii) seven co-opted members elected by the National Executive.

- 2.2 Election to the advisory committee will be held at a meeting of the National Executive Committee following the Union's Annual National Conference.

- 2.3 Membership of the advisory committee shall cease at the close of the National Executive year.

- 2.4 Where a vacancy arises during the National Executive year, a by-election may be held, subject to a decision of the Chair and the General Secretary.

3. Chair/Vice-Chair

- 3.1 The Chair and Vice-Chair of the advisory committee will be members of the standing committee.

- 3.2 The Chair and Vice-Chair will each serve for the period of the Executive year.

- 3.3 The Chair and Vice-Chair will be determined at a meeting of the standing committee.

3.4 In the absence of the Chair, the Vice-Chair will substitute.

4. Meetings

4.1 The Advisory Committee may meet up to three times during the Executive year. There is no requirement for advisory committees to meet.

4.2 Agendas for meetings will be determined by the standing committee.

4.3 The time and place of meetings will be determined by the General Secretary, in consultation with the Chair.

4.4 Travel and subsistence expenses will be paid for by the National Union in accordance with the relevant schedules.

5. Notice of Meetings

5.1 Notice of meetings will be issued by the General Secretary.

5.2 Notice of meetings and agendas will be issued by post at least ten working days prior to the meeting being held.

6. Quorum

6.1 The quorum for meetings will be five members of the Advisory Committee, including at least one member of the National Executive.

7. Authority

7.1 The Advisory Committee has no decision-making authority.

7.2 The reports of the meetings of the Advisory Committee will be submitted to the standing committee for consideration.

7.3 The reports of Advisory Committee meetings will be provided to the National Executive Committee for information.

8. Dissolution

- 8.1 The Advisory Committee may be dissolved at any time upon a decision of the National Executive.

Appendix Two

THE DEMOCRATIC STRUCTURE OF NASUWT

The Democratic structure of the NASUWT is built upon the members because the Union believes that members should be at the heart of everything it does. A distinctive feature of NASUWT is that it focuses its attention on the practical concerns of teachers at work rather than on wider political objectives. Every member should have an opportunity to be involved in the development of Union policy so that the policy reflects accurately these concerns. The most important job of the **NASUWT Representative** at all levels is to promote the involvement of members by making sure that they are well-informed and are given every opportunity to make their views and feelings known. The essential building block of the Association structure is the school/college group of members led by the NASUWT Representative working closely with the **NASUWT Health and Safety Representative** and the **NASUWT Learning Representative**.

Schools/colleges are grouped geographically into NASUWT Local Associations and every member working in those schools automatically becomes a member of the Local Association. The **Local Association Secretary** and a group of **Officers** together with an **Executive Committee** elected by the members lead Local Associations. Every member and in particular the NASUWT Representative should be in frequent contact with the Local Association by attendance at Local Association meetings and in other ways. Local Associations need the support of all Union members and offers of help are always welcomed. It is at Local Association level that the process of policy development begins so all members should make every effort to attend meetings. It is from Local Associations that **delegates** are elected to Annual Conference of the Association where final decisions are taken about Union policy.

The Local Association Secretary is also the first point of contact for an NASUWT Representative who needs help. It is very important that the Local Association knows who the NASUWT Representative is. Some Local Associations (particularly in big cities) are also Negotiating Associations. This means that the Local Association negotiates directly with the Local Authority. In this case, the Local Association Secretary is also the **Negotiating Secretary**. In other parts of the country, such as county areas, where Local Authorities are geographically large, Local Associations within the Local Authority area are grouped together into Federations. Local Associations affiliate to the Federation by paying a fee for each member. A **Federation Secretary** and a group of other officers lead the Federation. In these cases, it is the Federation Secretary who negotiates with the Local Authority so the Federation Secretary is the Negotiating Secretary.

Since devolution, with the Welsh Assembly assuming responsibility for education, NASUWT has created a Wales Executive Council called NASUWT Cymru, to which all Local Associations send delegates in proportion to their membership and on which Wales **National Executive Members** also serve. The Council is advised by NASUWT Cymru paid officials and is funded by the Local Associations. The Council is able to react swiftly and appropriately to developments in Wales within the framework of NASUWT UK policy.

Education in Scotland has always been a devolved matter and the Scottish Government has responsibility for education in its entirety. The NASUWT created a Scottish Executive Council called NASUWT Scotland, to which all Local Associations send delegates in proportion to their membership and on which Scottish **National Executive Members** and Scottish Officers also serve. The Executive Council is advised by NASUWT Scotland paid officials and is funded by the Local Associations. The Executive Council is able to react swiftly and appropriately to developments in Scotland within the framework of NASUWT UK policy. Northern Ireland has similar councils to both Wales and Scotland.

Local Associations and Federations throughout the country are grouped together into 34 Districts for the purpose of electing a National Executive member (sometimes two NEM members). In addition, every Local Association/ Federation is linked to one of 13 Regional/National Centres (Wales, Northern Ireland and Scotland) throughout the UK.

ROLE / POSITION INTERESTED IN	WHEN TO APPLY	HOW DO I APPLY?	BARRIERS?	OVERCOMING BARRIERS
Benevolent Officer	Local Association AGM	Via nomination form	Don't have a nomination form	Speak to Local Association Secretary about when the forms were sent. If not, the Regional Centre
			Don't know what it entails	Read the info. Speak to previous Benevolence Officer Speak to Local Association Secretary Have a look at the training
			Will I be able to do it?	Yes, the role fits around you and training is provided by NASUWT, free of charge

For consideration after the event