

## Schools Newsletter – Autumn 2019

### Term time only pay

As the leading support staff union UNISON know that pay is the key issue for our members and we are committed to ensure that you are receiving every penny that you are due.

We have recently appealed to you for examples of contracts and payslips so that we could check that you are receiving the correct pay including holiday pay. Thank you to those who responded.

We have identified some anomalies and are keen to meet with you to talk about this issue and what happens next.

We are planning a number of road shows in the autumn term to meet with members and school reps. See below a schedule of the planned events. **If you are unable to attend and would like us to visit your school please get in touch with the branch and we will contact you to arrange a suitable time. If you have colleagues who are not yet UNISON members they can join online or at one of the road shows.**

Venue	Date
Newark, Castle House, Great North Road	23rd Sept 2.30pm – 5.00pm**
Worksop, Worksop Library, (Conference room)	24 <sup>th</sup> Sept 2.30pm – 5.00pm**
Mansfield, Mansfield Library (auditorium)	30 <sup>th</sup> Sept 2.30pm – 5.00pm**
Nottingham, New Generation Church, David Lane, New Basford	1 <sup>st</sup> Oct 2.30pm – 5.00pm**

**\*\* Please note: 2.30pm-3.30pm Catering and Cleaning staff session  
4.00pm – 5.00pm School support staff session**

### Lesson observations

**We often get calls from support staff who are concerned about lesson observations**

Lesson observations and learning walks can be useful opportunities for staff and their managers to reflect on their strengths and areas they may wish to develop if they are conducted in an open and fair manner. Observations need to be supportive and reflective and focused on development needs. A minority of schools have used observations in a negative way.

UNISON sometimes hears from staff who do not feel observations have been used positively, which can lead to staff feeling demoralised, stressed and anxious.

**If you feel that your school is using lesson observations for reasons other than to support and develop you contact your UNISON rep/branch for advice.**



Visit <http://www.skillsforschools.org.uk> to find out about:

- CPD
- Resources
- Professional standards
- Research into support staff roles
- Training guidance

For information about short sessions (known as lunch and learns) that we can provide in your workplace contact the branch office. They don't have to be at lunchtime and we hope that you will ask us to come in to your school.



## Notts UNISON

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Another academic year begins ... **but before you get busy with school matters take a few minutes to focus on you.**

- Make sure your contact details are up to date with UNISON/ your employer/LGPS
- Check that you have nominated someone to receive your LGPS/UNISON death grant
- Take out a Free Will with UNISON - call UNISON Direct on 0800 0 857 857
- Become a UNISON rep for your school so that you have someone who can help in your school – we have various roles for you. We make all new reps very welcome and provide excellent training and support. Who knows where it might take you?
- Take your breaks, make 2019/20 the year that you do take your breaks that you are legally entitled to have.
- Get to know a bit more about your terms and conditions, what pay point are you at? What Grade are you on? What hours are you actually paid for? What time are you supposed to start/finish?
- Locate the policies for your school. How would you know what they say? Often people need them at a time of crisis, don't leave it until then to know where they are.
- Put the branch contact details in your phone – you never know when you might need to call or where you might be when you do!

**Each of these has been an issue for at least one UNISON member during 2018/19**

**So, who are you Branch office schools team for 2019/20?**

**Larraine** is a Cover Supervisor in a Secondary school in the County (T/W/Th) She is your Schools Convenor elected by the stewards and leads on negotiations on policies with NCC, she is experienced in representation.

**Alastair** is a Teaching Assistant at a Primary School in the County ( Th) He is your senior steward for schools and is elected by the stewards. He is available to support with representation and member meetings.

**Dona** is our Branch Employed Academies Officer (T/W/Th/F) She attends negotiation meetings and represents members in many academy Trusts.

**Carol** is our Branch Employed Caseworker who shares her time between schools and the Private/Voluntary Sector. (M/T/W)

If you have a steward in your school you should speak with them first as they are likely to be able to help you with your issue and can accompany you to welfare or investigation meetings. We are unable to routinely provide senior officers for informal meetings so a steward in your workplace is a very important part of the team – **is there one in your school? If not elect one this term – contact the Branch for a form.**

If you call the office about an issue we will want to know what you have done so far to resolve the issue and what information you have about your issue. It is helpful if you have this ready for when you call. You may be asked to email copies of information to the branch office.