



Aontas Múinteoirí Éireann

Teachers' Union of Ireland



TUI – Your Union

**TUI Guide
for New Teachers**



Guide to Teaching

Contents

The Teachers' Union of Ireland	1
TUI – A Democratic Union	2
School/Workplace Representatives	2
Branches	2
Branch Meetings	2
Area Representatives and Executive Committee	2
Annual Congress	2
Why Join the TUI	3
Join the TUI as a newly qualified teacher (NQT) and get your first year's membership for just 1 euro.	3
Services Provided by the TUI	3
Advice and Representation	3
Representation on Educational Issues	3
Financial and Insurance Services	4
AIB TUI Affinity Visa Card	4
Provident Fund	4
Third World Fund	4
Guide to Teaching	5
Who exactly is my employer?	5
Your Contract	5
Permanent Whole Time	5
Fixed Term	5
Contract of Indefinite Duration	6
Fixed/Specific Purpose	6
I'm Part-Time. What does that mean?	6
What is casual part-time?	6
How many teaching jobs is a school entitled to?	7
How do I get a permanent job?	7
If I get a CID for less than whole-time hours, how do I get more hours?	8
How am I paid?	8
What are induction workshops?	9
I have a problem in School	9
I have other questions.	9
How do I contact TUI	10

Welcome to Teaching

Welcome to the teaching profession. The Teachers' Union of Ireland wishes you the very best in what we are sure will be a long, eventful and fulfilling career.

The work you are doing is of vital importance for the development and sustenance of a vibrant, caring and creative society. In an increasingly complex world you will provide the instruction, guidance and inspiration that will motivate and enable our students, of whatever age, to become active, inquiring, committed citizens.

The Teachers' Union of Ireland

The Teachers' Union of Ireland is committed to a comprehensive system of high quality public education at all levels that is free, co-educational, non-denominational and informed by principles of equity and equality.

As a member of TUI you will become part of a community of 14,800 professional educators. You will enjoy the assistance, support and solidarity of your colleagues in TUI. You will also have the opportunity, as an active member of the Union, directly to influence Union policy, and through the TUI, to influence national educational policy. We have asked some of our most recent, and most active, members to relay their experiences of participating in the TUI. We want you to join the TUI to be not simply a member, but an active member of the TUI to have your say, be heard and shape both your Union and your workplace.



Michelle Glynn

Being active in the union is a great way to keep informed. It is great to meet other young teachers in a similar position to myself and to feel supported by more experienced teachers. Annual Congress was eye opening, particular to see how much support there was for young teachers and for finding a way to restore our pay scale to the level of our colleagues. It was also a great opportunity to meet with experienced teachers and share our views as newly qualified teachers.



Iggy Dineen

I am always welcomed to branch meetings where my views are listened to and supported by the branch. After Easter I was nominated by the branch to attend Annual Congress. I was so impressed that TUI members were completely dedicated to assisting new teachers. As an active member of the Union I have also had the opportunity to meet and socialise with other members at branch meetings, Annual Congress, on marches and at other TUI functions.



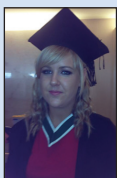
Emily Dwyer

My first year as a member of TUI has been an incredibly enlightening experience. I have regularly attended branch meetings where my views have been welcomed. I have also been giving the opportunity to speak at Annual Congress to advise the Union as a whole of my opinions. During the year I also attended a very informative meeting and debate on the impending new Junior Cycle and was very impressed with the Union's level of interest in the education system and how we, as teachers, can influence its direction.



Siobhain Peters

I became an active member of TUI after having been approached by my Area Rep. I asked straight away on 'what is TUI going to do for me?' as I was already upset at being on a lower salary scale to my colleagues. Within days I had been invited into Head Office where I met with the President and the General Secretary and now, with thanks to the Deputy General Secretary an equality case has been lodged on behalf of new teachers that are being paid on lower scales.



Sinéad O'Flaherty

Is múinteoir nuacháilithe mé agus mar is eol do go leor daoine táim ar scála pá difriúil. Ghearr an rialtas pá na múinteoirí nuacháilithe faoi dhó anois. Ó thús ama nuair a thosaigh mé ag caint le Aontas Múinteoirí Éireann tugadh an-éisteacht dom agus rinne AMÉ a sheacht ndícheall mo chás a chur chun tosaigh. Faoi láthair tá cás comhionannais tógtha ag an Aontas ar mo shon agus ar son múinteoirí nuacháilithe eile. Molaim iad go dtí seo as ucht an méid atá déanta acu dom agus do mo chairde go dtí seo.

TUI – A Democratic Union

The TUI is a trade union for teachers and lecturers, dedicated to the care of members and the development of the education profession. The TUI is organised into 59 branches. On joining the TUI you will become a member of your local branch. There are separate branches to represent members employed by Education and Training Boards, Institutes of Technology and Community and Comprehensive schools.

As a member you can express your views at school, branch and national levels as appropriate. Please attend your workplace and branch meetings, post on the Facebook page, email or phone your representatives. Be heard.

School/Workplace Representatives

Each school/workplace annually elects a TUI representative and a workplace committee. The representative attends branch meetings and reports back to the membership in the school/workplace. The school/workplace representative also takes responsibility for distributing information and documentation from TUI Head Office.

Branches

Each branch holds at least four general meetings per year. Notice of meetings will be circulated, usually through school/workplace representatives. All members of a branch are encouraged to attend branch meetings. You will be very welcome and encouraged to get involved. At the Annual General Meeting, which takes place in October or November, the branch elects a Chairperson, a Secretary, a Treasurer, an Equality Officer and any other officers that the branch may require.

Branch Meetings

At Branch meetings members have the opportunity to discuss issues relevant to their employment and to education nationally. The Area Representative is normally present at branch meetings and represents the views of the branch to Executive Committee.

Area Representatives and Executive Committee

The branches of the Union are organised into 19 Areas and the branches in each area elect a representative to sit on the TUI's Executive Committee. The Executive Committee manages the affairs of the Union between meetings of Congress. The Executive Committee is chaired by the President, who is elected through a ballot of the entire membership of the TUI. The Vice-President is similarly elected by the entire membership. The immediate Past President is also a member of the Executive Committee.

Annual Congress

The governing body of the Teachers' Union of Ireland is Annual Congress. Congress is a conference that takes place after Easter each year and is attended by representatives of each branch. Congress votes on motions submitted by branches and its decisions direct the Union.

Why Join the TUI

Join the TUI as a newly qualified teacher (NQT) and get your first year's membership for just 1 euro

Services Provided by the TUI

Advice and Representation

The TUI will provide you with professional advice and representation of the highest quality in relation to a wide range of employment issues including:

- Contracts of employment
- Career Advice
- Approved schemes of leave i.e. maternity, parental etc.
- Posts of Responsibility
- Bullying and Harassment
- Grievances with Management

TUI officials are experienced advocates with developed expertise in representing members at fora such as:

- The Labour Court
- The Rights Commissioner Service
- The Employment Appeals Tribunal
- The Equality Tribunal
- Adjudication on Contractual Issues
- The Teachers' Conciliation Council
- Institutes of Technology Industrial Relations Forum

TUI has a proven record in securing:

- Permanency for members
- Continuity of employment for fixed term teaching staff
- Reversal of unfair dismissals
- Increased hours in teachers' contracts
- Positive outcomes through transfer and redeployment
- Improvements of terms and conditions for members in all settings including Youthreach, Adult Ed etc.

Legal Advice

Where necessary, the Union provides legal advice to assist in advancing a member's case.

Representation on Educational Issues

We represent your professional views on all relevant local and national education bodies including:

- Education and Training Boards
- Boards of Management
- The Teaching Council
- The National Council for Curriculum and Assessment (NCCA)
- Various Department of Education and Skills Committees

The TUI also represents the views of members on NCCA subject committees. This allows you directly to inform and influence the development of curricula. The TUI's fulltime Education and Research Officer co-ordinates this work on behalf of the Union.

Financial and Insurance Services

Through Cornmarket Financial Services, TUI members have access to a number of financial and insurance services including:

- Income Protection at very competitive rates
- Preferential rates on Car, Home and Travel Insurance
- Free Health Insurance Comparison Service, comparing all the teachers' plans on the market to get you the best deal available
- Free Financial Planning Service, offering you expert financial advice & money saving tips
- Access to an Additional Voluntary Contribution Scheme with a view to improving your income on retirement

AIB TUI Affinity Visa Card

The TUI has partnered with AIB to offer members an Affinity Credit Card with attractive annual interest rates.

- Up to 56 days interest-free credit (If you clear your balance in full and on time each month, you can avoid paying interest)
- Special introductory annual interest rate on purchases & Balance Transfers*
- Cash advance facility
- 24/7 customer service support line
- Non-AIB customers can apply for an AIB TUI Affinity Visa Card
- No annual fee**

*Rates applicable for the first 12 months from account opening date.

**Government stamp duty of EUR €30 is charged annually per credit card account. Allied Irish Banks, p.l.c. is regulated by the Central Bank of Ireland.

Provident Fund

The TUI maintains this Fund to provide assistance to members to pay medical expenses arising from illness or accident which results in hospitalisation.

- Members may obtain the benefit of €20 per day charged for hospitalisation subject to a maximum of €1,000 per annum.
- In addition a Death in Service Benefit of €7,000 is paid from this fund to the next of kin of a member who dies in service to cover funeral expenses.

Third World Fund

The Union maintains this fund to assist educational, developmental and Trade Union projects in less developed countries.

Guide to Teaching

As you begin your career, the TUI would like to offer some practical advice based on the experience of our members.

Who exactly is my employer?

- Your employer is an Education and Training Board (ETB) or, in the case of teachers in Community and Comprehensive schools, the Board of Management
- In the case of an ETB, appointment is to the “scheme” which means that one may be assigned to any Vocational School or Community College within the particular ETB and may, in subsequent years be transferred within the scheme, subject to the terms of the particular transfer agreement that is in place at the time
- Community and Comprehensive (C&C) schools are stand-alone employers
- Teachers in ETBs are paid through the ETB and teachers in C & C schools are paid directly by the Department of Education and Skills

Your Contract

Once appointed to any employment you have a contract, be it written or implied, it is enforceable. If you have not been offered a written contract, you should ask the TUI rep to help you get one. The type of contract you hold depends on the nature of the vacancy and the source of the hours that you are assigned.

You should make sure you receive clear written information on the terms and conditions of your job, either in the form of a letter of appointment, a written contract, or a written statement. You are entitled to this information and it's important that you have it so that you fully understand the nature of your employment. Remember to keep a copy of all documents, as they may be important in the future.

Your contract should:

- Set out the nature of your employment i.e. Fixed Term/Fixed Purpose
- Set the duration of your employment i.e. Permanent/Indefinite or Fixed Term
- Clarify the number of hours per week you are contracted to teach
- Give the reason for the vacancy you are filling i.e. names the teacher on leave/ the source of the funding for your hours
- Tell you whether you will be paid by the Department of Education, the school, or the ETB

Permanent Whole Time

Appointment to permanent whole time positions follows a national advertisement of the position and a formal selection process. Appointment on a permanent wholetime basis used to be the norm but, regrettably, has not been in recent years.

Fixed Term

In recent years vacancies tend to be filled on a fixed term basis for a period of time, usually for a year, renewable annually if the service continues. Appointment to a fixed term position follows national advertisement and a formal selection process (as for Permanent Whole Time).

Contract of Indefinite Duration

If you have in excess of four years of continuous service with the same employer, and are under fixed term/fixed purpose contracts, you acquire an entitlement to a contract of indefinite duration unless there are applicable objective grounds.

Fixed/Specific Purpose

If you are employed on hours that are related to another member of staff's approved leave, i.e. covering for a teacher on maternity leave, career break or secondment, you will be contracted on a fixed/specific purpose basis. When the teacher returns from leave the hours must return to the teacher and your contract ends.

Please ask your TUI workplace representative, your area representative or contact TUI Head Office for advice before you sign anything.

I'm Part-Time. What does that mean?

A full time teacher has a maximum class contact time of 22 hours per week. A part time teacher is any teacher who is contracted for less than twenty two hours per week. If your contract for the academic year issues by the 31st of October, and you have been appointed following a formal selection process, you are entitled to be paid on a pro-rata basis. This means that you will be paid the appropriate proportion of the annual salary you would be on if you were fulltime i.e. you will be paid up to the 31st of the following August. This has traditionally been called regular part-time work (RPT). To calculate the pay you will receive divide the number of hours for which you are employed by 22 and multiply by the point of the common basic salary scale that you are on.

$$\text{Part Time Salary} = \frac{\text{Number of Hours contracted per week}}{22} \times \text{Your Point on the Scale}$$

For example a whole-time teacher on point four of the scale earns €34,136. If they are contracted for 16 hours per week:

$$\text{Part Time Salary} = \frac{16}{22} \times €34,136 = €24,826.18$$

Contact TUI to ensure you are on the correct salary.

What is casual part-time?

Some teachers are not contracted to work for an entire academic year. If a teacher is contracted after the 31st October in a given year, or has an end date that occurs before the end of the academic year written into their contract, they are considered casual part-time teachers. Regular substitute teachers would also fall into this category. Such teachers are paid per hour worked rather than on a pro-rata basis. Assuming that you are employed in an area in which you are considered qualified you will receive the qualified casual hourly rate which includes 22% holiday pay, €40.10. In the event that you are teaching in an area that you are not considered sufficiently qualified for you

will receive the unqualified hourly rate, which also includes holiday pay of 22%, €36.76. A qualified casual part-time teacher is paid the qualified hourly rate for each hour of teaching. After 150 hours at the casual rate in one school year, the teacher is paid a personal non-casual hourly rate based on a pro-rata fraction of a full time salary. To calculate this hourly rate divide the point on the salary scale that you would be on, were you full time, by 735 (the hours worked by a teacher in a school year):

$$\text{Personal non-casual hourly rate} = \frac{\text{Your Point on the Scale}}{735}$$

For example a whole-time teacher on point four of the scale earns €34,136. If they are contracted for 16 hours per week:

$$\text{Personal non-casual hourly rate} = \frac{€34,136}{735} = €46.44$$

Contact TUI to ensure you are receiving the correct rate

How many teaching jobs is a school entitled to?

The number of teachers employed in a school is linked to the number of students attending that school. The current pupil-teacher ratio is 19:1 so for every 19 students, one permanent full-time teaching position is allocated to a school i.e. a school of 380 students receives an allocation of 20 whole-time teaching posts funded by the Department of Education and Skills. A number of DEIS (Delivering Equality of Education in Schools) programme schools have a lower pupil-teacher ratio of 18.25:1. Schools also get an additional ex-quota allocation to cover the positions of Principal and Deputy Principal. Many schools also receive 'concessionary' teaching hours after applications under a variety of programmes. These extra hours are granted depending on a school's individual needs. Some schools may also pay for teaching hours directly from their own funds.

Unfortunately, due to cutbacks in the public sector, many newly qualified teachers (NQTs) will begin their teaching careers in temporary, part time positions, covering for teachers on leave or covering concessionary hours. A whole time teacher has twenty two hours of class contact time per week. The TUI is campaigning for more secure whole time jobs to become available to new teachers to ensure both the viability and the professionalism of the career. We hope that you will join the TUI and support our campaign.

How do I get a permanent job?

Some schools/VECs still appoint permanent positions although this occurs less frequently than in the past. It is now most common to occur in 'greenfield' sites (new schools). Otherwise many teachers now become permanent by operation of law, under the provisions of the Fixed Term Work Act 2003. Under this Act, a teacher who has completed 4 years of continuous service with the same employer is entitled to a Contract of Indefinite Duration (CID), based on the fixed term hours worked in the fourth year, on

condition that the work is continued into a fifth year of employment and that no applicable objective ground/s was stated in the previous contract. The Fixed Term Work Act states clearly that a CID is equivalent in every way to a permanent contract with the single difference being that a Permanent Whole-time Contract is always for 22 hours per week but a CID may be for less. For instance if you were teaching 16 hours fixed term in your fourth year then you will receive a CID for 16 hours.

If the hours that you hold in your fourth year contain what is known as an objective ground for not offering a CID you may not receive a CID in your fifth year. Applicable objective grounds occur most frequently if the hours that you were in receipt of were of a fixed purpose nature i.e. covering for another teacher on an approved scheme of leave or covering hours that are no longer available to the school. In some cases you may be contracted on a mixture of hours in your fourth year i.e. 12 hours fixed term and 5 hours fixed purpose. In this event it is likely that you would receive a CID for 12 hours the following year.

As these issues can be complex please contact TUI to ensure that you are receiving the appropriate contracts.

If I get a CID for less than whole-time hours, how do I get more hours?

Firstly, there is an agreement that teachers that have a CID for 18 hours or more can request a move to 22 hours and this will be honoured by the employer. To avail of this teachers must submit a H22 form, available from TUI. If you have a CID for less than 18 hours, a school will often allocate extra hours to you to. In Circular Letter 34/09 employers are asked to prioritise requests from teachers on part-time CIDs that wish to move to whole-time work. Ensure that you write to your principal each year requesting more hours.

A template letter can be provided to you by TUI.

When you hold extra hours for four years and they are fixed term with no applicable objective ground/s in the fourth year, they may be added to your CID. This is often referred to as augmentation. It is a central priority of TUI to campaign for a system that will allow teachers to move to whole-time permanent work in a much quicker fashion.

Please contact TUI and we will assist you in your endeavours to move to a whole-time permanent contract.

How am I paid?

You will be paid at least once a month if you are employed by an ETB. If you are employed by the Department of Education and Skills, i.e. in a Community or Comprehensive school, you will be paid fortnightly. Your salary is based on a number of factors i.e. years of experience, the date at which you commenced your career, and your qualifications. Unfortunately there are now a number of pay scales and ensuring that you are on the correct pay scale is complex.

Please contact TUI to ensure you are being paid correctly and we will provide you with the correct pay scale for you.

TUI are actively campaigning for a restoration of all scales to the single January 2010 Common Basic Scale. Updates on the progress of this campaign will be available through branch meetings, on the website, the Facebook Page and in the TUI news.

What are induction workshops?

- The Induction Workshop Programme is coordinated by the National Induction Programme for Teachers (NIPT) and funded by the Department of Education and Skills. The programme consists of 10 workshops. Workshops take place in the late afternoon or evening time and each is two hours in duration. They take place in education centres and/or outreach venues around the country.
- All teachers registered with the Teaching Council since July 2012 are subject to the Induction Workshop Programme condition. They will satisfy that condition when they complete 10 workshops within three years of their date of registration.
- When teachers have completed 10 workshops, the Education Centre Network will send verification of this to the Teaching Council. The Council will update the teacher's record on the Register and remove the condition. There is, therefore, no need for teachers to notify the Council when they have completed ten workshops.
- The NIPT coordinates an in-school mentoring programme and offers professional support to newly qualified teachers via phone and email support and through its website, www.nipt.ie

I have a problem in school

Some teachers will experience professional difficulties at some point in their career. In the first instance it is important to approach your principal informally and attempt to resolve the difficulty. In the event that this course of action does not resolve the issue, there are nationally agreed Grievance Procedures that your branch can assist you with.

If in doubt on the course of action to take contact your branch or your Area Representative for advice.

I have other questions

The Teachers' Union of Ireland is more than just a trade union. We are a group of highly qualified educators with vast experience in the teaching profession. Each of the head office officials has experience in education in many diverse areas. Members may contact the Education and Research Officer directly with their views on their individual curricula as well as on issues relating to education in general, for instance Junior Cycle reform.

The TUI is founded on a network of branches. If a teacher needs advice or information on any issue they will find attendance at branch meetings invaluable. Head Office officials are available to the membership and in the event that a member may benefit from assistance from a practicing teacher in their area, Head Office will assist the member in contacting the relevant members of their branch. Membership in the union allows members to meet, through branch meetings and otherwise, to discuss the full range of professional issues and avail of assistance in areas as diverse as:

- Planning
- Classroom Management

- Education Policy
- Continuous Professional Development
- The direction of Education in Ireland

How do I contact TUI

Members can make contact with the officers of their branch or their area representative in the first instance. If you are unsure contact TUI Head Office and they will provide you with the relevant phone numbers. The contact details of each Area Representative are published annually in the TUI diary. Every member receives a diary when they join and annually in September.

If in doubt on any issue, as a member of the TUI you can avail of expert assistance by contacting us:

- **Phone: 014922588**
- **Email: tui@tui.ie**
- **Website: www.tui.ie**
- **Facebook: Teachers' Union of Ireland**
- **Twitter: @TUIunion**

Simply fill in an application form or visit www.tui.ie

All information is correct as at September 2013 but is subject to change.

All examples are based on the current pay scale for new entrants, i.e. January 2011 scale.



Protect your Career

Join the



today

www.tui.ie

Teachers' Union of Ireland

73 Orwell Road
Rathgar
Dublin 6
Ireland

Tel: +353 1 492 2588

Email: tui@tui.ie

Web: www.tui.ie