

From college to classroom

INTO
information, tips
and strategies for
newly qualified
teachers

Welcome to the INTO

Congratulations on becoming a member of the teaching profession. As a Newly Qualified Teacher your first year of membership with the INTO is FREE.

Throughout its history, the INTO has been to the forefront of every important improvement for teachers in their workplaces from salaries to resources from class sizes to school funding. These have been fought and won by successive generations of teachers working together through the union, the INTO.

I invite you to play your part to build on this tradition by becoming an active member of the INTO. Challenges today include pay, workload and pensions. By working together we can make progress on these and other issues.



The INTO is also able to supply members with the very best advice, and support on all aspects of their professional lives. Membership of INTO also pays dividends through access to financial advice and preferential insurance rates.

Join the INTO today online or by completing and returning the application form included with this booklet.

G. Murphy.

Gerry Murphy
Northern Secretary

into 
Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

150

10 reasons to be part of INTO

1 Advice, support and legal backing

Handling thousands of queries and requests for support, we deal with the Department of Education, GTC(NI) and the Employing Authorities, providing legal advice/support as necessary. The INTO has a strong reputation for representing members and is easy to contact by phone: 9038 1455, email: infoni@into.ie or via our website: www.into.ie

2 Have your voice heard

The INTO, from the ground up, organises on democratic principles. Annual Congress is the governing body and our annual Northern Conference determines the work of the union in Northern Ireland. The INTO ballots members on major decisions, holds elections for key roles, and runs a range of consultative events e.g. Youth Conference and Education Conference.

3 Pay and conditions

The INTO campaigns for professional salaries and conditions of service. Over challenging years since 2008, the INTO has continued to negotiate with the DE and Management side on securing fairer pay and better working conditions for all teachers and school leaders.

4 Advice and financial support in hard times

The INTO's Benevolent Fund supports members or their families in cases of bereavement or financial hardship. Benefits Funds Committee (BFC) members are available to advise in these situations.

5 Better together

Joining the INTO means you are part of Ireland's largest and longest established teachers' union, with a local office in Belfast. The INTO represents almost 45,000 teachers across the island with over 7,000 members in the north across all levels and sectors.

6 Financial services

INTO members can access expertise on teachers' pensions from Platinum Financial Services and preferential rates on car and home insurance through Cornmarket Insurance Services along with a money-saving discount card from Membership Plus.

7 Membership

INTO subscription rates are competitive and offer great value for money. As an INTO substitute member you only pay for the days you work and all Newly Qualified Teachers get their first school year of membership for free!

8 INTO networks

Support networks for LGBT teachers and for separated teachers are provided, and the INTO has a Global Solidarity Network for teachers interested in global education/union issues.

9 Supporting you as a professional

INTO supports members through CPD programmes, the Irish Teachers' Journal, annual National Education Conference and provision of study bursaries. The INTO is at the forefront of negotiations and education policy making and submits the views of members on inspections, assessment, special education etc. NOT just a Trade Union – a progressive and professional organisation too!

10 Up-to-date information

You have access to accurate information via the INTO website, weekly e newsletters, *InTouch/Printout* magazine and through local branches and representatives like the INTO's elected Central Executive Committee (CEC) members, all full-time teachers.

Pay and conditions of employment

Contracts

Permanent	1 year (12 months) or more.
Temporary	Less than 12 months.
Full-time	5 full days per week.
Part-time	Less than 5 days per week (or less than a full day – hourly contract).

Working time

- 195 days per year (190 teaching days + 5 non-teaching days).
- 25 hours (maximum teaching time) per week in a primary school.
- 23.5 hours (maximum teaching time) per week in a post-primary school.
- 1,265 hours maximum directed time per year.

Salary placement

Teachers are paid on the main and upper pay scales. Placement on the main pay scale is determined by professional qualification and experience. Teachers taking up their first appointment will normally be placed on point M1 of the main pay scale.

Main pay scale

Point	Annual	Daily
M1	£22,243	£114.07
M2	£24,001	£123.08
M3	£25,931	£132.98
M4	£27,926	£143.21
M5	£30,126	£154.49
M6	£32,509	£166.71

Calculating your salary

Type of Contract	Gross Monthly Salary Calculated By
Permanent full-time	Annual salary divided by 12.
Permanent part-time	Annual salary divided by 32.4 x hours worked per week divided by 12.
Temporary full-time	Annual salary divided by 195 x days worked per month.
Temporary part-time	Annual salary divided by 1265 x hours worked per month.

Visit www.into.ie/NI for up-to-date details on salaries and allowances for teachers.

Entitlements

Teacher pension scheme: all teachers are automatically included in the Scheme.
Sick leave/pay: in your first year you are entitled to 25 days' full pay and 50 days' half pay (if you are employed in a permanent post).
Maternity leave/pay: 52 weeks of which 39 weeks are paid.
Brief absences: paid leave for one or more days may be granted by the board of governors at their discretion.

Pay progression

Since 1 September 2005, progression on the teachers' pay spine is determined through the PRSD (Performance Review Staff Development) Scheme. The Scheme applies to all qualified teachers other than teachers participating in Induction and EPD. The Scheme involves an annual review cycle of planning and preparation, monitoring within the classroom and a follow up review discussion. Full details of the Scheme are available to download from www.into.ie/NI in our publication *INTO Guidance on PRSDS*.

Useful information

GTC registration

In accordance with the Education (NI) Order 1998, persons employed as teachers in grant-aided schools and peripatetic teachers are required to register with the General Teaching Council for Northern Ireland (GTCNI).

The GTCNI is a self-regulatory professional body for teachers which has a statutory duty to determine who should be a member of the teaching profession in Northern Ireland.

Teachers seeking to register with GTCNI can obtain application forms directly from the Council's website at www.gtcni.org.uk.

NISTR registration

From 1 September 2006 only teachers registered on the Northern Ireland Teacher Substitute Register should be employed as substitute teachers in schools.

If you want to work as a substitute teacher in Northern Ireland you will need to register with NISTR.

Teachers seeking to register with NISTR can obtain application forms directly from NISTR's website at www.nistr.org.uk.

How do I get a job?

Your first task will be to locate vacancies for teaching posts. Some important points you should note are:

- Keep a careful watch on all vacancies advertised in the press. Vacancies can occur at any time but start looking from January onwards. The majority of posts will be advertised in April and May but posts will continue to be advertised into the autumn term.
- Advertisements may appear on any day, although Tuesday, Friday (*Belfast Telegraph*) and Thursday (*Irish News*) are the main days.
- Surf the Internet. Good websites to check are www.belfasttelegraph.co.uk and www.onlineccms.com.
- You should inform the principals of the schools in your local area that you are

available for work. If possible, make an appointment to visit schools in your area and introduce yourself to the principal. In all cases make sure that you give your name, address, telephone number and brief details of your expertise and experience in writing.

- You may find that many teaching posts are temporary appointments. Schools can only employ temporary teachers who are registered on the Northern Ireland Substitute Teachers' Register (NISTR). It is vital that you are registered with NISTR. This can be done through www.nistr.com.

When you begin teaching don't forget to apply for full membership of the INTO. Apply online or ask your School Representative for an application form. As a newly qualified teacher your first year of full membership is **completely free!**

Preparing for interview helpful hints

- 1 **Confirm your attendance.**
- 2 Revise your application.
- 3 **Research the school.**
- 4 Be prepared.
- 5 **Prepare your portfolio.**
- 6 Ask questions that show interest in the job.
- 7 **Keep informed of educational developments.**
- 8 Visit the school.
- 9 **Plan your route.**
- 10 Plan your outfit and have all your belongings ready to go the day before.

INTO: Keeping you informed

INTO website

✎ The INTO website (www.into.ie/NI) is a resource and information based service for INTO members.

✎ Information regarding current issues, working conditions, legal and industrial relations, school administration, professional development and trade union training is covered.



✎ INTO magazines and newsletters are available, as well as our latest bulletins, press releases, news from branches, and details of discounts and benefits available to members.

✎ Major INTO conferences are broadcast live via webcasts.

✎ Many INTO publications are also available as downloads from the website.

INTO NQT website

✎ Check out the INTO Newly Qualified Teacher Centre at www.into.ie/NI/Teachers/NewlyQualifiedTeachersNQTs/ for information, advice and top tips for newly qualified teachers.

Printout magazine

✎ *Printout* is published by the INTO three times a year and is distributed free to all members.

✎ *Printout* is also published on the INTO website at www.into.ie/NI



Ways to stay connected

✎ Follow INTO on Twitter at INTO_NI and Facebook at INTO-NI.

✎ Come along to your local branch meetings – check dates on the INTO website.

✎ In school make contact with the INTO school representative.

✎ The INTO e-newsletter is emailed on Tuesdays during termtime. Subscribe free at www.into.ie/NI/Publications/E-Newsletter/Subscribe/



Twitter



Facebook



Youtube



Flickr

Benefits and discounts

The INTO has a number of specially negotiated benefits for members that it is happy to recommend. Visit www.into.ie/NI for more information

Membership Plus

Membership Plus is your



member benefits programme. From pizza to pub grub, days out to golf, hotels to big brand names, there is something for everyone with significant savings in a short space of time. You will receive your Membership Plus card with your New Member's Pack.

To view the full range of offers, see new offers as they are added throughout the year, enter competitions and much more,

ensure you have registered your card by going to www.membershipplus.ie/teachers.

Financial schemes and insurances

The INTO has negotiated exclusive arrangements with a number of financial service providers for all INTO members. Full details of all of these INTO approved arrangements are available in the Members' Area of the INTO website.

Your invitation to join the INTO

Did you know that before you start to teach it is vital that you have the support and protection that membership of the INTO provides? The INTO offers unrivalled levels of support to our members and campaigns tirelessly on the issues that relate directly to you.

Join INTO and join our campaign:

- ✎ For a guaranteed teaching year for all newly qualified teachers.
- ✎ To end the practice of employing newly

qualified teachers on temporary contracts.

To apply for NQT membership please sign up online at www.into.ie/NI or complete the enclosed application form. As a newly qualified teacher your first year of membership from graduation to the following September is completely free. Deductions from your salary will not start before then – after that you will only pay for the days you work – we won't charge you for the days when you aren't working!

INTO data privacy policy

We refer you to the INTO Data Privacy Policy ('Privacy Policy'). This Privacy Policy explains how the INTO processes personal data in accordance with the Data Protection Acts 1988-2018 and the General Data Protection Regulation ('Data Protection Law'). This Privacy Policy may be amended and updated from time to time and can be accessed on the INTO website at www.into.ie

Contact us

Northern office: Vere Foster House, 23-24 College Gardens, Belfast, BT9 6BS

Phone: 028 9038 1455

Fax: 028 9066 2803

Email: infoni@into.ie

Web: www.into.ie/NI

Office opening hours:

Monday to Thursday: 9 am – 1 pm and 2 pm – 5 pm.

Friday: 9 am – 1 pm and 2 pm – 4 pm.

