

From college to classroom



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

INTO
information, tips
and strategies for
newly qualified
teachers

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Welcome to the INTO

Congratulations on becoming a member of the teaching profession. You have joined a workforce with a long and proud tradition of public service excellence. As an NQT your first year of membership of the INTO is free.

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

The INTO supplies members with the very best support, advice and quality guidance on all aspects of their professional lives.

Membership of the INTO also pays dividends through access to independent financial advice and preferential insurance rates.

Join the INTO today online or by contacting INTO Northern Office.

The INTO is your union; I look forward to working with you.



Gerry Murphy
Northern Secretary



1 INTO and you



About INTO

The Irish National Teachers' Organisation (INTO), which was founded in 1868, is the largest teachers' trade union in Ireland. It represents teachers at primary level in the Republic of Ireland and at nursery, primary and post-primary level in Northern Ireland.

Joining INTO

Permanent, fixed-term or substitute teachers can join online at www.into.ie/Nl/JoinINTO.

The membership subscription is deducted directly from salary in the case of teachers who are on the Department of Education payroll and by Direct Debit for teachers in Voluntary Grammar Schools and other education employers.

INTO substitute teachers only pay for the days they work.

Each teacher joining the INTO for the first time receives three months' free membership.

More information on joining the INTO and on categories of membership are available on the INTO website www.into.ie/Nl.

Get involved

Now that you have joined the INTO, let your voice be heard where it matters. Make your contribution to the improvement of teaching conditions and education standards. Be part of the union which has secured every significant improvement for teachers over the years.

For information on how to get involved, visit www.into.ie/Nl or talk to your INTO school representative or branch officer.

Check the events calendar on the INTO website for upcoming INTO events and conferences.

10 reasons to be part of the 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: 028 90 381455, email: infoni@into.ie or via our website: www.into.ie/NI.

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 avail of 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 (NQT) 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

The 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

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



**INTO and
you**

INTO structure explained

Congress

The INTO is governed by Annual Congress, held each Easter, and Northern Conference, held at the beginning of March, each year. INTO policy is determined by Annual Congress, Northern Conference or by special congresses which are called from time to time. Any member can submit a motion for Congress and Northern Conference through their branch.

Central Executive Committee

Between congresses, the Central Executive Committee (CEC) manages INTO affairs. The CEC consists of the President, Vice-President, Ex-President, 16 district representatives and three ex-officio members, the General Secretary, Deputy General Secretary/General Treasurer and Northern Secretary. The CEC generally meets on a monthly basis.

The duties of the CEC include:

- carrying out the decisions of the INTO's Annual Congress;
- reporting on the progress made on the implementation of each resolution passed at the previous congress; and

- managing, superintending and directing the affairs of the Organisation between annual congresses.

Find out who your CEC representative is on www.into.ie or in the INTO Member's Diary. Contact details for all CEC representatives are in the INTO Member's Diary.

Northern Committee

A special committee known as the Northern Committee (NC) deals with Organisation affairs in the North of Ireland. The NC is elected by INTO members in Northern Ireland for primary and post-primary representatives in the Belfast, Southern, South Eastern, Northern Eastern and Western areas. The two CEC representatives for district 1 and 2 (NI) and the Benefit Funds Committee (BFC) representative for Ulster are also members of the NC, along with the INTO president and vice-president.

National Committees

In addition to the election of the CEC, each district also elects a representative to the Education Committee (EDC), the Principals' and Deputy Principals' Committee (PDC) and the Equality Committee (EQC).



The General Secretary of the INTO is John Boyle and Gerry Murphy is the Northern Secretary.



Which district are you in?

- 1 Antrim, North Down, South Derry
- 2 Derry, Tyrone, Fermanagh, Armagh, South Down
- 3 Donegal, Leitrim
- 4 Sligo, Mayo
- 5 Cavan, Monaghan, Louth
- 6 Galway, Roscommon
- 7 Longford, Westmeath, Offaly, Kildare, Meath
- 8 Wicklow, parts of South Dublin
- 9 South Dublin City and West County Dublin
- 10 Carlow, Kilkenny, Wexford, Laois
- 11 Tipperary, Clare, Waterford
- 12 South Cork
- 13 Kerry, Limerick
- 14 North Dublin City
- 15 North County Dublin
- 16 North Cork



Your INTO school representative – first point of contact

INTO school reps have three key responsibilities: 1. recruiting members; 2. informing members; 3. supporting members.

You may be interested in becoming an INTO school rep at some stage. If you would like to know more about the role, contact your INTO Northern Committee representative or INTO Northern Office.



**INTO and
you**

INTO Northern Office

INTO Northern Office is located at
23-24 College Gardens,
Belfast,
BT9 6BS

Website: www.into.ie/NI

Email: infoni@into.ie

Tel: 028 90 381455

Fax: 028 90 662803



Need advice or want an answer to a question?

The fastest way to get an answer to a question is to visit the INTO website at www.into.ie/NI. Members can also email infoni@into.ie or ring the INTO Northern Office at 028 90 381455.

INTO Northern Office is open from 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m., Monday to Thursday and from 9 a.m. to 1 p.m. and 2 p.m. to 4 p.m. on Friday.

Calls are logged by our reception staff. You will be asked to provide evidence of INTO membership (INTO number, teacher reference number, school roll number etc). Your query is then assigned to a team member with the relevant expertise to deal with the specifics of the enquiry.

If you have a question, you can also talk to your school representative or contact your NC/CEC representative. Members who wish to contact their NC/CEC representative by telephone are requested not to make contact during school hours, except in the most urgent cases. NC/CEC representatives may be contacted between 4 p.m. and 6.30 p.m. on weekdays. If unavailable, a message can be left and the call will be returned at the earliest opportunity. Please do not contact your NC/CEC representative on a Sunday or after 12 noon on Saturdays.



Read
the INTO's
Customer Service
Charter at
www.into.ie/NI

Ways to stay connected

The INTO website www.into.ie brings you the latest news, advice and information related to teaching. You can also find out about INTO campaigns and how to get involved. The website also has an exclusive Members' Area with information and resources. You can view and/or update your INTO membership information in this area.



Go to your branch meetings – check dates with your school representative. You can also check the events calendar on the INTO website.



Check the Events area of the members' website for upcoming training courses and seminars.

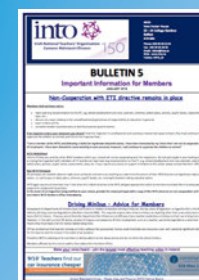
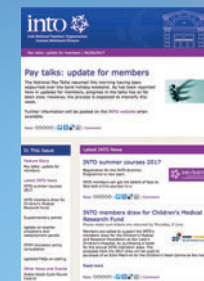


Something happening in your branch or school? Send a photo to editor@into.ie for the INTO Flickr account at www.flickr.com/photos/irishnationalteachersorganisation



Printout and *InTouch* magazine are posted to schools at regular intervals during the school year. If you do not receive your copy check with your school rep or contact INTO Northern Office. *Printout* and *InTouch* are also available on the INTO website.

The INTO e-newsletter is emailed to all members for whom there is a valid email address on the INTO database. You can check and update your details and preferences in the 'My Profile' area when you are logged in to the INTO website.



Whenever we have exceptional news, a *Bulletin* is issued to members and is also posted online.

Follow INTO on Twitter @INTO_NI, on Facebook at www.facebook.com/INTONI and on YouTube at INTOIreland.



INTO and you

Log into the into.ie/NI Members' Area

In the Members' Area of the INTO website you will find a wealth of invaluable information on topics such as:

Salaries

Flexible working

Retirement and pensions

Inspections

From the Members' Area you can:

Access your membership details

Make changes online to those details

Find useful contact information for the INTO

Should you encounter any problems contact infoni@into.ie or tel 028 90 381455.



On the Members' Area login page you can view a video on the registration process for first time logins.

Login page:

www.into.ie/NI/Login/

Remember

As an INTO member you can access information relevant to you as a teacher quickly and easily on the main INTO website. You can:

Check your entitlements to maternity/paternity/adoptive leave/sick leave/brief absence

Check out the Teachers' Car Insurance Scheme

Find out when and where your next local INTO meeting will be held

You can also access all of these services

2 Supporting teachers

INTO Learning

INTO Learning is the professional development and union training section of the INTO in the Republic of Ireland. It supports both trade union officer training and teacher professional development.

INTO Learning provides year-round professional development support to teachers. These supports include:

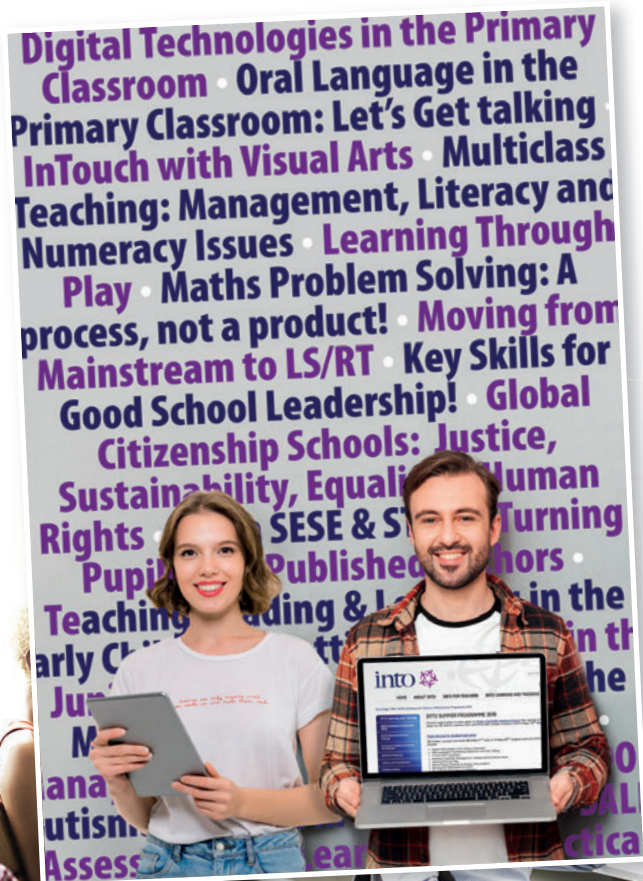
- online and face-to-face courses, including a comprehensive summer programme;

- whole-staff professional development packages.

Find out more on the INTO website or email learninghelpdesk@into.ie

These courses are also available to INTO members in the North of Ireland.

Sepecific courses for NI members are also available on the INTO NI website.



INTO Global Solidarity

As a teacher, you can have a very significant influence in introducing your class and the school community to the need for and principles of global solidarity. The INTO can assist you with this and also with the promotion of the Global Goals for Sustainable Development (SDGs). Excellent supports are available on the INTO Global Solidarity webpages. INTO Learning also provides relevant summer courses.

INTO Global Solidarity is made up of the three pillars of Campaigning, Learning and Volunteering that work in conjunction with each other to advance educational standards, human/trade union rights and decent work worldwide.



The INTO Global Solidarity Network lobbies and campaigns for teachers' rights worldwide

More information is available on www.into.ie/NI



The Global Citizenship School supports primary schools in learning about and acting upon global issues.



The INTO Solidarity Fund supports members volunteering abroad and other educational projects. Application forms for grants are available on the INTO website.

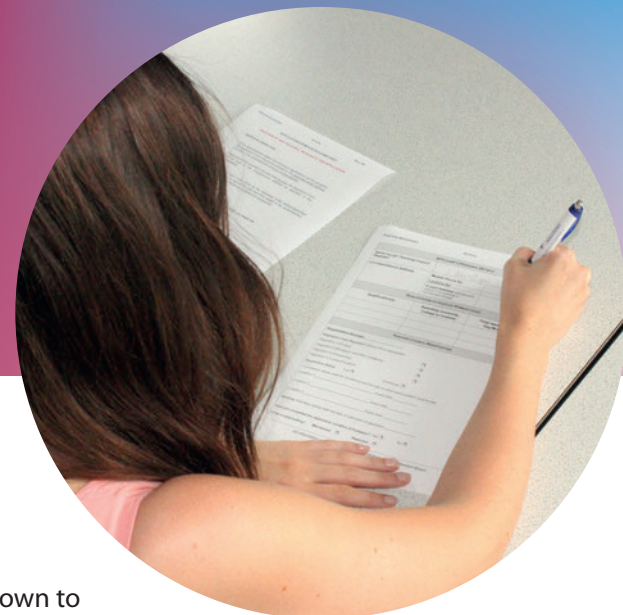


3 The new job

Applying for a teaching job?

10 tips on applications and interviews

- 1 Have your application form, letter and CV (if required) proofread.
- 2 Make sure the grammar, spelling and names are correct.
- 3 Always include positive action verbs in sentences.
- 4 When calling to schools to leave a CV or application, make sure it includes correct contact details, your qualifications and details of your General Teaching Council registration and statutory declaration.
- 5 Use referees that are known to you professionally and make sure you get permission before using a name.
- 6 Make sure you have a professional voicemail/email in place and, if called to interview, always respond in writing or by email.
- 7 Make sure you dress appropriately and arrive early for your interview.
- 8 Topics covered at interview usually include your knowledge and experience, your classroom management skills, working with pupils, parents and colleagues and your personal aptitudes and attitudes.
- 9 At an interview, be yourself in a positive, friendly, enthusiastic way.
- 10 You are entitled to a copy of your score sheet and you can ask for feedback on your interview. If you are concerned that procedures have not been adhered to, or that you have been discriminated against, then contact the INTO.



Vetting

Posts involving working with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Applicants must disclose if there is any reason why they cannot work in regulated (as defined by Access NI) activity. For further information please visit the Access NI website at www.nidirect.gov.uk/access-ni.

An enhanced disclosure check will be carried out through Access NI. The Access NI Code of Practice is available at www.dojni.gov.uk. In line with the Department of Education recommendations, the cost of the enhanced disclosure check must be met by the applicant. The cost is currently £33.

Any offer of employment may be subject to a satisfactory criminal record check.

On taking up a post, the applicant must be a registered teacher with the GTCNI.

Teacher contracts

Make sure you receive written information on the terms and conditions of your job.

Permanent posts

When a teacher accepts a permanent appointment in a school, the teacher thereby enters a contract with her/his future employer, the board of governors of the school/Employing Authority concerned. A letter of appointment and/or acceptance of the post

may form part of this contract. The contract is confirmed by the signing of a Form of Agreement. Before signing such a form, a teacher should read it and note its terms. The teacher should be given a signed copy of the form. If any dispute arises concerning the terms of the contract during a teacher's career, s/he should immediately contact their CEC/NC representative or the INTO Northern Office.



Temporary/Substitute Teaching

The Northern Ireland Substitute Teacher Register (NISTR)

NISTR is the only mechanism for engaging substitute teachers in all schools. The 'Register' is supported and endorsed by the Department of Education (DE), employing authorities, GTCNI and the Northern Ireland Teachers' Council and Teaching Unions. Before a substitute teacher can become 'active' on the NISTR booking system, they must complete all registration stages. Visit www.nistr.org.uk/teachers/registration/

NISTR should be used:

- To provide immediate, unplanned, short-term cover only and for a period not (normally) in excess of six months.

NISTR should not be used:

- In situations where a vacancy/vacancies are anticipated to extend beyond six months.
- To cover vacant full-time and part-time posts which are temporary in nature, i.e. relating to long-term ill health management, maternity leave, secondment or career break and which are expected to last for a minimum period of six months. Such positions should (normally) be publicly advertised and appointed in accordance with the relevant Teaching Appointments Scheme.

- To provide cover for Principal Release days, irrespective of the number of days release per week. Such positions should be publicly advertised and appointed in accordance with the relevant Teaching Appointments Scheme and, in most circumstances, should be made on a permanent basis if constituting a sustainable and ongoing arrangement.

Continuous Temporary Teaching

Any teacher with four years' continuous service, as of 10 July 2006, has the right to request their employer confirm that they are now a permanent employee.

This does not apply to teachers who are on contracts for specific reasons and for which the parameters of the contract have been made clear and been communicated (in writing). These posts should come to a natural end.



**The new
job**

Useful information as you enter the teaching profession

The General Teaching Council (GTCNI)

If you wish to be employed as a teacher in a grant-aided school in Northern Ireland, you must be registered with the Council in accordance with Article 35 (3) of the Education (NI) Order 1998. Teachers seeking to register with GTCNI can obtain application forms directly from the Council's website at www.gtcni.org.uk.

To register with the GTCNI, you must hold such qualifications as are approved by the Council for the purposes of registration and must not be barred from teaching by the Department of Education, GTCNI, or any of their equivalents in England, Scotland and Wales.

In order for the GTCNI to carry out an assessment of your eligibility to register, you need to complete an application form and return it together with all necessary supporting documentation. Unfortunately, online registration is not available.

Registration for those teachers who trained in Northern Ireland - University of Ulster, Queens University Belfast, St Mary's University College, Stranmillis University College, and the Open University - staff from the registration team will have visited your institution to distribute and collect application forms. These visits will have taken place in the December to March period of each academic year. If you have not received an application form, please download, complete and submit the appropriate form. Graduates who have attended a university/college outside Northern Ireland will also have to register with GTCNI

Annual registration fee

Those registered with the GTCNI will be required to pay an annual registration fee. The registration period runs from 1 April to 31 March each year and the Council has set an annual registration fee of £44. The Council's fee collection process commences in April with a deduction from the teacher salary. This deduction from salary applies to teachers who are in employment in the month of April, including some supply teachers. It is important for teachers to check their pay statement in April/May to ensure the fee has been deducted.

NISTR - Substitute Teacher Registration

NISTR is the only mechanism for engaging substitute teachers in all schools in the North of Ireland. For temporary/substitute employment in NI you must register with the Northern Ireland Substitute Teacher Register (NISTR) by either logging on to the website www.nistr.org.uk/teachers/registration/ or phoning 028 9056 4000. Please note that registration may take some time as police security checks will be carried out.

Before a substitute teacher can become 'active' on the NISTR booking system they must complete all registration stages:

- read all information carefully;
- Stage 1: NISTR Online Registration;
- Stage 2: GTCNI Registration;
- Stage 3: AccessNI Enhanced Disclosure Check.

NISTR online registration

The following information is required for NISTR online registration:

- your valid email address;
- your Teacher Reference Number (can be entered at a later date if not yet received from GTCNI);
- list of your qualifications;
- details of recent experience.

Complete the online registration process at <https://login.nistr.org.uk>

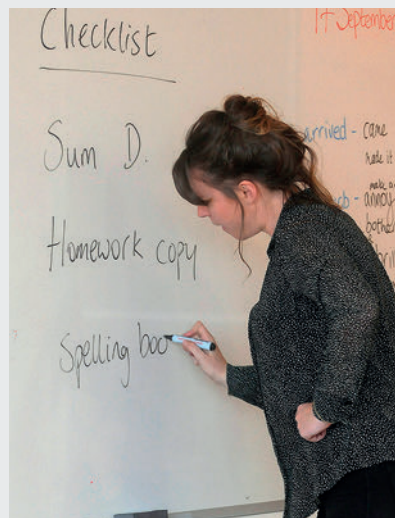
✓ PRSD (Performance Review Staff Development) Scheme

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 'INTO Guidance on PRSDS'.

✓ Threshold and the Upper Pay Scale (UPS)

Threshold assessment is part of a framework of pay and standards that provides a focus for a teacher's career and professional development.

The threshold assessment process is operable when a teacher has completed one year on point 6 of the Main Pay Scale and wishes to be considered for movement to point 1 of the Upper Pay Scale.



✓ Movement to point 1 of the Upper Pay Scale is not automatic

To 'cross the threshold' teachers must demonstrate that they have met all four standards of effective teaching. The standards relate directly or indirectly to teaching and learning:

- core values, understanding of the curriculum and professional knowledge;

- teaching and assessment of learning;
- contribution to raising standards through pupil achievement;
- effective professional development.

Threshold assessment is a voluntary process and entirely a matter of choice for individuals who are eligible to apply. Teachers are responsible for applying for threshold. Teachers who choose not to apply should inform the principal of their decision in writing.

**The new
job**

4 Your first year

The Beginning Teacher and Induction/EPD

The Beginning Teacher (BT) must register with the:

- General Teaching Council for Northern Ireland (GTCNI) at www.gtcni.org.uk
- Education Authority at www.eani.org.uk
- Northern Ireland Substitute Teachers Register (NISTR) at www.nistr.org.uk*

Induction

Induction normally takes one school year to complete. During this stage, you are required to engage in competence-based professional development and present evidence of this in a portfolio. The GTCNI teacher competences are available on the GTCNI website www.gtcni.org.uk/index.cfm/area/information/page/ProfStandard.

If you haven't already done so, please remember to register online for Induction by following the link to 'Induction and EPD Registration' on the EA website, www.eani.org.uk/schools/beginning-teachers. The EA also have a section on Frequently Asked Questions about induction on their website www.eani.org.uk/schools/beginning-teachers/beginning-teachers-induction-and-early-professional-development/induction/induction-frequently-asked-questions/.

The requirements of Induction are set out in *The Teacher Education Partnership Handbook* which may be viewed in full on the Department of Education's website.

A programme of EA and, where appropriate, school-based professional development is provided to beginning teachers by the Education Authority's Induction and EPD Team aimed at supporting their successful completion of the core requirements of Induction. This is the first

step in the process of reflective professional learning and is the beginning of career-long professional development. The programme is supplemented by online information and resources from the Education Authority's Induction and EPD website.

Registering to attend a course

Make sure that you have already registered as an Induction/EPD teacher through the EA website.

You should then register separately for the online course system by clicking on the 'register' button here - www.eani.org.uk/schools/beginning-teachers/induction-epd-teachertutorcourses/.

***This does not apply if you are in a permanent or 1-year post.**

Some useful guidelines for your first year

- Work on building positive relationships with your colleagues, your pupils and their families.

- Use the key skills of observation, listening, questioning and empathy wisely. Work on these skills and practise them as they will play a vital role in your teaching over your entire career.

- Learn to read the atmosphere of the classroom and learn how to respond appropriately.

- Prepare, organise and be ready to teach every day.

- Explain classroom rules – demonstrate, model, teach and re-teach. For the younger classes having a visual representation of the rules is important.

- In nursery/primary school, make the classroom a class-home, welcoming, encouraging and stimulating through signage, displays of children's work, labels, photographs, seasonal displays and subject-dedicated areas.

- Use a variety of approaches to teaching and learning and use the pupils' ideas at every available opportunity.

- Embrace diversity and support all learners. Scaffold and structure the learning for the children so that they all have an equal opportunity of achieving success.

- Greet pupils on arrival – it is the small, informal conversations which pay dividends in contributing to a co-operative and positive atmosphere. When they leave in the evening, always acknowledge their co-operation and contribution throughout the day.

- Model the key qualities you wish to nurture in your class and, in particular, emphasise respect.

- Learn from mistakes and build on the learning experiences – reframe a problem as a challenge or an opportunity.

- Praise and be specific with your praise, e.g. "I really like the way that you used colour in your painting". This type of feedback is the most constructive, especially if followed by strategies to improve the learning potential.

- Believe in your own strengths.

- Be fair, honest and consistent in your approach.

- Realise the important role that you play as a teacher in the lives of the pupils that you teach every day and the parents that you will work with throughout the year.

- Familiarise yourself with school policies e.g. child protection and school data protection policy. Keep sensitive reports/data locked away.

- Recognise the importance of the social and emotional contexts in teaching and learning.

- Practice self care. Keep a work-life balance.

The 'Newly Qualified Teachers' section of the INTO website has a number of useful articles and information for newly qualified teachers including:

- **NQT Events**
- **Support for Newly Qualified Teachers**
- **Information on contracts**
- **EPD**

- **Managing challenging behaviour**
- **Professional development**

Visit www.into.ie/NI

Your first year

Parent-teacher meetings

Preparing for formal parent-teacher meetings

- Make sure that if you have important issues about behaviour or pupil progress to discuss with parent/s about their child, that this is not the first time they are hearing it from you as the class teacher.
- Prepare thoroughly – have corrections/records up-to-date and readily accessible.
- Gather evidence of each child's achievements e.g. copies, work samples, projects, etc.
- Prepare brief notes on each pupil outlining progress, achievements, concerns, suggestions for improvement. If you are highlighting areas which need to be worked on, then it is important that you have some suggested strategies/activities for discussion with parents.
- Talk with the SENCO/special needs teacher if necessary and have all information to hand.
- Know the name of the person/s coming to meet with you and their relationship to the child.
- Have times allocated which allow for an over-run but try as best you can to adhere to time allocation. Vary your allocated times, depending on the amount of time you need to allocate for discussion with different parents. If you feel extra time is needed, then ask the parent to make a further appointment, in the interest of other parents who may be waiting for quite a while.



During parent-teacher meetings

- ✓ Consider the tone of your voice and your body language throughout the meeting.
- ✓ Remember, this meeting is not about you but about an opportunity for parents to come and discuss their child's progress.
- ✓ Beware of using education jargon, explain everything thoroughly to the parent and always check with the parent for understanding and invite feedback.
- ✓ Listen – this is an ideal opportunity for you to find out information to supplement the developing profile of the child. Valuable insights can be gained on homework, different subject preferences and also the view of the child on what it is like to be a pupil in your class.
- ✓ Always start with the positive, continue with the areas that need work and support and conclude on a positive note.
- ✓ Ask for the parent's advice – if you both agree targets then it is important to arrange a time when you will review progress.
- ✓ Be empathic and attentive – this may be the only time, in this particular year, that you will have an opportunity to meet with the child's parents.
- ✓ Stay focused on the purpose of the meeting.
- ✓ It is important to highlight that, by working together as parent and teacher, progress can be made. Be honest and truthful – try not to dilute facts just to keep a parent happy. Parents should be given accurate information but comments should be phrased in a way which is not critical of the parent or their parenting skills.
- ✓ Ensure other pupils' details/reports are not visible to parents.
- ✓ Do not get drawn into conversations about other children or other staff members – be professional at all times.
- ✓ Make notes on actions agreed – have a grid made out with children's names to record your notes.
- ✓ Always thank the parent for their attendance at the meeting.
- ✓ Make sure to follow up on actions agreed.



**Your first
year**

5 Money matters

Salary scales

Current Pay Scales

Main Pay Scale from 1 September 2018			Upper Pay Scale from 1 September 2018	
Point	Annual Salary	Daily Rate	Scale	Annual Salary
	£	£		£
M1	23,199	118.97	UPS1	36,731
M2	25,033	128.37	UPS2	38,090
M3	27,046	138.69	UPS3	39,498
M4	29,127	149.37		
M5	31,422	161.14		
M6	33,906	173.87		

Calculating your salary

Type of Contract	Gross Monthly Salary Calculated by
Permanent full-time	Annual salary divided by 12
Permanent part-time divided by 12	Annual salary divided by 32.4 x hours worked per week
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

Please note

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

Pay advice slip

This will be sent to your school if you are a permanent member of staff or to your home address if you are a temporary/substitute teacher.

For teachers on permanent contracts, salary is paid into bank/building society monthly on the last banking day of the month with special arrangements for the Christmas period.

For teachers in temporary employment, salary is paid into

bank/building society in the middle of the month following employment.

As a newly qualified teacher, you will be paid on M1 of the scale, £23,199 per annum.

Income Tax and National Insurance will be deducted from your gross salary, along with pension contributions and your INTO membership deduction, if you are in a school paid by DE.

Pension

As a teacher, you are automatically entered into the NITPS, Northern Ireland Teachers' Pension Scheme, you can opt out of the pension scheme but INTO strongly urges you to seek professional advice before taking any action to opt out.

Pension deductions start at 7.4% of your gross salary. Your employer pays 25.1% of your pensionable salary into your teachers' pension.

Tax and National Insurance

Everyone has a tax free personal allowance which is likely to change annually. In 2020/2021 you pay 0% tax on incomes up to £12,500*, then you pay 20% tax on anything you earn between £12,501 and £50,000.

The National Insurance rates for the 2020 to 2021 tax year are:

Your pay	Class 1 National Insurance rate
£183 to £962 a week	12%
Over £962 a week	2%

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.



Benefits for members

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.

6 Teaching life

Work-life balance

How newly qualified teachers can achieve a work-life balance

Your initial year/s in the profession will be demanding on your time as you get to grips with the demands of a busy career. It is important to maintain a good work-life balance for your personal and professional wellbeing.

- Time is a limited commodity so it will be necessary to prioritise, plan and manage your time.
- Prioritise your 'to do' list in relation to work on a high to moderate to low scale.
- When planning lessons, look for topics which span three or four lessons.
- Make a grid of your use of time for a week and see where your time is being spent. If you feel that you need to make changes then make one small change at a time.
- Seek help around you. It is really important that you seek advice and support. All teachers were once in your shoes as an NQT and will empathise with you on what the first year is like.
- If you feel overwhelmed by the demands of the job, talk with someone you trust at school level.
- Try not to fall into the trap of comparing what you have covered in your class with a fellow NQT in another school. All schools and classes are different, all children are different and all teachers are different.
- Work to your own pace, particularly in your first year out.
- Stay clear of rumours. Check out the facts and work from there.
- Have a notebook and when you get a positive comment from a pupil, parent, colleague, principal or inspector write it down. On days when you are feeling overwhelmed, it is good to look at the notebook and see the positive!
- Before you go home in the evening, it may be good to talk with your mentor or another teacher, for a few minutes, about your day. Many teachers have what has been described as a third space – a day in the week where they meet for a coffee/tea – so this might be an opportunity for you to meet other teachers.



It all begins at home

- It is important to eat well, exercise and get adequate sleep as it can be difficult to be effective in the classroom when you are tired.
- Make time for recreation and social activities and maintain relationships with family and friends. If you find yourself

making excuses for not meeting up with friends or not going home at weekends because of workload, then reflect on how much time you are spending on work-related tasks.

Take care of yourself

- It is important that you find a sense of achievement in all you do. There will be days when you will ask yourself "Why did I become a teacher?" This feeling will pass – every teacher has days like this. Try not to over-analyse, just ask yourself "What small step could I take to enable me to get back in there again and make tomorrow more satisfying?"

- Don't be too hard on yourself. Teaching is a really demanding and challenging job; very often there are no easy answers. You will have to work through problems and try different approaches but that is what makes teaching interesting and challenging.

- Maintain a positive attitude towards your work. Avoid negative talk or people who talk down the job.
- Remember it is a sign of strength to ask for support.

Remember: The optimum work-life balance is different for every teacher and will vary from day to day, week to week and year to year, depending on personal and professional circumstances.

Employee Assistance Service/ Inspire Workplaces

Inspire Workplace Services has been contracted by the Department of Education to deliver the Employee Assistance Service. The purpose of the service is to provide teachers and their immediate family members with easy access to confidential counselling and to assist teachers in coping with work-related issues, family issues, emotional concerns or relationship difficulties.

Helpline: 08003 895 362
– 24 hours a day / 365 days a year.

Visit www.inspirewellbeing.org/workplaces



Brief absences

Cause of Absence	Recommended action	Cause of Absence	Recommended action
Death of near relative, or other relative being a member of the teacher's household	Up to 3 days' leave with pay.	Attendance at graduation ceremony involving teacher or near relative	1 day's leave with pay, but where extensive travel is involved up to 2 days may be granted.
Death of other relative	1 day's leave with pay, but where extensive travel is involved, 2 days may be granted.	In the event of a wife's confinement	3 days' leave with pay.
Attendance at funeral other than that of a relative	Leave with pay only where attendance is a necessary social duty. The period of absence should be the minimum part of the day necessary to fulfill the duty.	Visit to, or accompanying spouse on special visit to a medical consultant or one parent accompanying own child on a special visit to a medical consultant	Up to 1 day's leave with pay.
Marriage of teacher	3 days' special leave with pay if marriage takes place (a) outside closing of school; or (b) within a period of closing other than the 'long' vacation.	Accompanying own child to receive Duke of Edinburgh Gold Award	Up to 2 days' leave with pay depending on travel arrangements.
Attendance at a wedding	1 day's leave with pay if the bride or groom is a near relative, or other relative, or if the teacher is a bridesmaid or best man, but where extensive travel is involved, up to 2 days may be granted.	Attending own child's graduation ceremony outside Northern Ireland	Up to 2 days' leave with pay depending on travel arrangements.
Serious illness of a member of the teacher's household	Up to 3 days' leave with pay.	Birthday, new year or special honours award to a near relative	1 day's leave with pay, but where extensive travel is involved, 2 days may be granted.
Attendance at ordination or profession of near relative	1 day's leave with pay, but, where extensive travel is involved, 2 days may be granted.	Staying with child receiving specialist treatment distant hospital caring for ill or dependent relative for a considerable period of time	Leave without pay.
Attendance at court, industrial or other statutory tribunal as a witness plaintiff or defendant	Leave with pay.	A teacher other than the spouse or partner of the child's mother (eg father, sister, mother) if nominated by the child's mother as the main carer at the time of the child's birth	3 days' leave with pay.

More info on sick leave and brief absences at www.into.ie/NI/Teachers/LeaveofAbsence or at www.deni.gov.uk

Absence not exceeding three working days

Decisions regarding leave for teachers who are absent from school for three working days or less are a matter for the board of governors in schools with fully delegated budgets and employing authorities in other schools.

The Teachers' Salaries and Conditions of Service Negotiating Committee, in the interests of uniformity of treatment, has agreed recommended courses of action in respect of particular absences and they are detailed in the following DENI Circular Numbers: 1990/32; 1991/32.

The term 'near relative' means father, mother, husband, wife, brother, sister, son or daughter, grandparents, father-in-law or mother-in-law, son-in-law, daughter-in-law. The term 'other relative' means sister-in-law, brother-in-law, nephew, niece, aunt, uncle or guardian.

Taking care of your voice

Talking constantly will take its toll on the voice so teachers should pay special attention to this matter. It is important to:

- warm up the voice at the start of the day;
- practise relaxation techniques to ease whole body tension;
- before lessons, stretch and relax facial muscles to release tension from the face and jaw;
- take time to relax and let the voice recover after prolonged speaking. Use 'cooling down' exercises and have a warm drink;
- be aware of posture when speaking and consider how postural alignment and the degree of muscular tension affect the tone and resonance of the voice;
- drink water frequently. Drinking six or eight glasses a day will help to keep the larynx moist, especially in hot, dry atmospheres;
- for a mild sore throat, sucking fruit pastilles can help. Strong throat sprays, lozenges etc, which dry the larynx, should be avoided. It is important to rest the voice as much as possible and avoid whispering, as it is stressful for the larynx. Breathing steam rising from hot – but not boiling! – water can also be of benefit;
- be aware of the symptoms of vocal fatigue and consult your doctor accordingly.

Breathing

Shallow 'upper chest breathing' can affect the tone and resonance of the voice. Teachers may find it useful to practice slower 'centred breathing' using the diaphragm, which will help vocal quality and also release tension and recharge energy.

Pitch

It is a useful exercise to seek to find the optimum or natural pitch by making a sound of agreement in a relaxed state ("hm, hm"). The second sound is most likely to be very close to the optimum pitch. Practicing speaking flexibly on and around this level can be helpful.

Teachers should try not to pitch outside their comfortable range or shout to get attention. Instead, they should try using agreed signals and develop 'getting attention' routines using sound, visual and vocal signals.

Resources

Tips for teachers and other people who use their voice professionally:

www.youtube.com/watch?v=jExkenbRm2c

HSE: Voice Care:

www.hse.ie/eng/health/hl/living/voicecare

Irish Association of Speech and Language Therapists: www.iaslt.ie

British Voice Association:
www.britishvoiceassociation.org.uk/



7 Body and soul



From its opening in Parnell Square, Dublin, in 1923, Club na Múinteoirí has been an integral part of the cultural and social history of the INTO. Housed in two beautifully restored Georgian buildings (36 & 37) on Parnell Square, Club na Múinteoirí (The Teachers' Club) has served the needs of its members and patrons down through the years.

The Club is a place where teachers can meet socially and organise events.

In recent years a purpose built theatre has propelled the Club in a new direction and set it at the forefront of small theatres in the city. Theatre@36 has been an immensely popular and successful addition to the variety of services Club na Múinteoirí can provide.

Find out more at www.clubnamuinteoiri.com



Teachers' Musical Society

You might be interested in the Teachers' Musical Society which is made up mainly of primary and secondary teachers. Over time, the group has grown into one of the leading musical societies in Ireland.

For more information:

Email: teachers.ms@gmail.com

Facebook: [@teachersmusical](https://www.facebook.com/teachersmusical)

Twitter: [@Teachers_MS](https://twitter.com/Teachers_MS).



Separated Teachers' Support Group

For over 25 years the Separated Teachers' Support Group has played a pivotal role in supporting teachers at a crucial period in their lives. Since 1988, STSG has been, and continues to be, a powerful positive influence for members experiencing loss and bereavement through the separation from, or death of, a spouse. A range of activities – social, therapeutic, legal and practical is offered to group members.

STSG membership is open to separated, divorced, and widowed teachers and also to teachers who are single parents. Members of other teacher unions are also welcome to join.

Contact: Chairperson: Jackie Moloney;
00 353 1 624 7476/00 353 87 975 2849



Lesbian, Gay, Bisexual, Transgender Teachers' Group



One of INTO's key aims is the promotion of equality in all aspects of education and the teaching profession. INTO works hard to ensure this is the case and has a long standing commitment to LGBT colleagues and the wider LGBT community.

INTO LGBT progress to date:

- The first teaching trade union to support Belfast, Newry and Foyle Pride. See this year's photos on facebook and twitter!
- The chairperson of the INTO LGBT Teachers' group in the RoI addressed the INTO Equality Conference in 2007.
- In 2011, the INTO was instrumental, along with the other teachers' unions in the Northern Ireland Teachers' Council (NITC), in establishing the NITC LGBT Teachers' group.
- INTO Good Practice Guidelines for schools were released in the North of Ireland in 2011.
- The INTO has been involved with the Northern Ireland Committee of the Irish Congress of Trade Unions, (NIC-ICTU) since 2013.

- LGBT specific resolutions, supporting LGBT teachers and pupils, at every INTO Northern Conference since 2011.

If you would like to get involved, or if you require support or any further information please contact us by email: lgbtnei@into.ie



Body and
soul



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

Published September 2020 by

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