



A GUIDE TO INDUCTION
For newly qualified
teachers (NQTs)
in England and Wales



Newly qualified teachers: An inspiration to other teachers



A message from Steve Sinnott, NUT General Secretary

New teachers are an inspiration to other teachers. Your enthusiasm and commitment will be of great benefit to the school, your colleagues and pupils.

Every teacher awarded qualified teacher status (QTS) is required to complete an induction programme, usually lasting one academic year, on taking up their first teaching post in a maintained school in England or Wales.

The induction arrangements allow more experienced teachers to support and guide new teachers and, in so doing, to regenerate their own enthusiasm.

The NUT believes that induction programmes should be reasonable in terms of expectations and workloads and firmly based in classroom and school realities. Initially, teaching and managing groups of pupils and becoming a confident member of a school and its community are taxing enough. Induction must support and aid these processes, not create additional burdens for new teachers.

This document:

- informs teachers serving induction of their entitlements;
- recommends good practice; and
- informs NUT members of the support available to them.

I wish you every success in your induction period.

Steve Sinnott.

STEVE SINNOTT

**Trained in England?
Not passed your QTS skills tests?
Contact your NUT regional office
or, in Wales, NUT Cymru now!**

What are the requirements for induction?

The Department for Education and Skills (DfES) Guidance Document 0458/2003, "The Induction Support Programme for Newly Qualified Teachers", sets out the expectations and requirements for induction. It can be obtained by telephoning 0845 6022260 or by accessing www.teachernet.gov.uk The Welsh Assembly Government (WAG) Circular 18/03, "Induction for Newly Qualified Teachers in Wales" and the May 2004 amendments should be available in schools in Wales. It can be obtained by telephoning 02920 898688 or can be accessed on www.learning.wales.gov.uk

The Teacher Training Agency (TTA) also provides information and advice about the induction period in England and Wales. For copies of the TTA guidance materials contact 0845 6060323 or www.canteach.gov.uk/info/induction

Where can I complete my induction period?

Induction must be provided for all newly qualified teachers (NQTs) appointed to teaching posts in maintained nursery, primary or secondary schools or in non-maintained or maintained special schools.

Induction can be served in sixth form colleges in England and Wales as long as certain criteria are met. The sixth form college must agree with a local education authority (LEA) that they act as the Appropriate Body before induction is offered.

Induction can also be completed in independent schools which must meet certain National Curriculum requirements. The school must agree prior to the start of induction that an LEA (or the Independent Schools Council Teacher Induction Panel) will act as the school's Appropriate Body.

Induction can be undertaken in early years settings provided that the establishment has a headteacher, the induction tutor has QTS and the induction programme will provide the NQT with the opportunity to meet all of the QTS and Induction Standards.

Induction cannot be served in early years centres not legally designated as schools, pupil referral units, secure training centres, or community or foundation special schools in a hospital.

Newly qualified teachers should not be appointed to any schools deemed to be in need of 'special measures' unless it has been certified in writing by Her Majesty's Inspectorate (HMI) that such schools are able to provide induction. Newly qualified teachers who wish to teach in schools under special measures can seek advice from the relevant NUT regional office or, in Wales, NUT Cymru.

Is there a time limit to starting induction?

There is no requirement to start induction within a certain time after completion of initial teacher training (ITT).

Those who choose to teach in institutions, such as pupil referral units, where teacher induction cannot be undertaken, can complete their induction in a maintained school at a later date.

Once started, the induction programme should normally be completed within five years. If the programme is not completed within five years, the newly qualified teacher (NQT) can apply for an extension.

The only strict time limit concerns the length of time a new teacher can work as a supply teacher on a short-term basis before they have completed induction (see below).

Can I work part-time or on a peripatetic basis and still complete induction?

Any appointment that lasts for a term or more will count towards the induction period. If a newly qualified teacher (NQT) is employed on a part-time basis lasting more than one term, for example, for one day a week in a school, this will count on a pro rata basis.

Appointment to part-time or peripatetic teaching posts should still allow completion of induction as long as the post offers sufficient breadth of experience to allow an NQT to demonstrate that he or she has met all the Induction Standards. The length of the period of induction, however, will be calculated on a pro rata basis.

If an NQT is undertaking induction in more than one school, one headteacher must be able and prepared to take overall responsibility for an NQT's induction programme.

The induction period for a part-time NQT is calculated pro rata, so that the same number of school sessions is covered as for a full-time NQT.

Can I work as a supply teacher?

Newly qualified teachers working as supply teachers cannot count periods of less than one term in a particular school towards the induction period.

There is a time limit to the amount of short-term supply teaching that can be undertaken without having completed induction.

You are entitled to work on a short-term supply placement for up to four terms from the date of your first supply placement without having to serve an induction period. You will not lose your qualified teacher status (QTS) after this four-term limit, but you cannot continue to work on short-term non-inductable placements.

In exceptional circumstances, however, the LEA may be able to extend your entitlement to undertake short-term supply work up to an additional 12 months. For example, where:

- there is a shortage of inductable posts in the region;
- there are personal circumstances which prevent you from moving to another area to look for a suitable post; or
- serious illness prevents you from taking a post of at least one term.

Such decisions are made on a case-by-case basis by LEAs.

No period of employment as a supply teacher counts towards an induction period unless the headteacher so agrees before the start of such a period. Newly qualified supply teachers should therefore only take contracts of one term or more if induction has been agreed in advance.

Some supply agencies are promoting supply work for newly qualified teachers without induction as a way for newly qualified teachers to become more 'marketable' when substantive posts in schools become available. NUT members who find it difficult to obtain first posts where induction is provided should seek advice from their NUT regional office or, in Wales, from NUT Cymru.

Do I need to serve an induction period if I have taught outside England or Wales?

Teachers who have already successfully completed induction in Scotland, Northern Ireland, Guernsey, Jersey, Isle of Man, Gibraltar or the Service Children's Education Schools Induction Programme in Germany or Cyprus do not have to serve induction in England or Wales.

European Union (EU) teachers who have completed at least three years of professional training and have a recognised qualification are exempt from induction. Other overseas trained teachers may need to undertake some form of training before they can be granted QTS. If, however, they have at least two years' full-time teaching experience they can be assessed against the QTS Standards and the Induction Standards without necessarily completing further training. If successful, they will then be exempt from the requirement to complete induction.

What happens if I have not passed the skills tests?

In England, teacher trainees who qualified since 1 May 2001 are required to pass literacy, numeracy and ICT skills tests in order to gain QTS.

If you trained in England, until you have passed all of the skills tests and gained qualified teacher status, you cannot begin your induction period.

You will still be able to work in a school as an unqualified teacher or instructor, however.

If you are in this position, you should contact your NUT regional office or, in Wales, NUT Cymru, for further information and advice.

If you trained in Wales, there is not a requirement to take the skills tests in order to gain QTS and begin induction.

If I did not pass the skills tests, can I repeat them?

You have five years, from the time of completing your course, to pass the skills tests. You can make as many attempts as you wish. If you have not passed the tests after five years, you may only work as an unqualified teacher or instructor.

I trained in England. I did not pass the skills tests. I want to teach in Wales. Can I begin my induction period?

No. If you trained in England, you have not gained QTS unless you have passed all of the skills tests. You cannot start induction in England, Wales or any other UK country.

I trained in Wales, where there are no skills tests. I want to teach in England. Can I begin my induction period?

Yes. As long as you were awarded QTS in Wales, you can begin your induction period in England or Wales.

What are my entitlements during induction? What can I reasonably expect?

The NUT believes that induction programmes should be reasonable. Set out below are your entitlements during induction and what you can reasonably expect.

(i) A permanent contract

If the teaching post offered to you is other than a permanent contract you should contact your NUT regional office or, in Wales, NUT Cymru, for advice.

(ii) **A reasonable job description**

The DfES and WAG guidance define a reasonable job description as:

- *one which does not make unreasonable demands. This should apply equally to those working on a part-time or long-term supply basis.*
- *does not demand teaching outside the age range and subject(s) for which the NQT has been trained;*
- *does not present the NQT on a day-to-day basis with acute or especially demanding discipline problems;*
- *involves regular teaching of the same class(es);*
- *involves similar planning, teaching and assessment processes to those in which teachers working in substantive posts in the school are engaged; and*
- *does not involve additional non-teaching responsibilities without the provision of appropriate preparation and support.*

The NUT recommends that headteachers ensure that the allocation of classes and classrooms is done fairly and appropriately, so that teachers serving induction are not allocated the classes which other teachers are least willing to teach.

(iii) **A reduced teaching load**

Newly qualified teachers should have a timetable of no more than 90 per cent of normal average teaching time to allow their induction to take place. The School Teachers' Pay and Conditions Document places a duty on headteachers to ensure that newly qualified teachers have a reduced teaching load. The Teacher Training Agency advises:

Your school should protect the release time and allocate it at appropriate intervals. For most NQTs this will be on a weekly or fortnightly basis.

If you are not given such a reduced teaching load, you should seek advice from the NUT. The NUT believes that your release from teaching for induction purposes normally should be:

- in usable blocks, not less than half a day;
- timetabled well in advance to allow planned use of the time;
- not dependent on increased teaching loads for other teachers;
- covered regularly by the same experienced teachers so that pupils' learning and good standards of behaviour can continue; and
- not cancelled other than in extreme circumstances.

It would be good practice for you to be allocated timetabled opportunities to liaise with the teacher covering your classes.

(iv) A planned induction programme

DfES Guidance 0458/2003 and WAG Circular 18/03 require that newly qualified teachers are actively involved in planning the induction programme. Your Career Entry and Development Profile (in England) and Career Entry Profile (in Wales) should provide a useful basis on which to plan your induction programme.

The induction guidance in England and Wales requires that induction programmes should include opportunities for newly qualified teachers to:

- have their teaching observed at least once every half-term, including in the first four weeks in post, and have a follow-up discussion;
- have professional reviews of progress at least once every half-term; and
- observe experienced teachers in their own or other schools.

The NUT recommends that all such opportunities are properly planned in advance; and that the criteria to be used for observations and the means of recording any discussions are discussed and agreed with you.

(v) Your induction tutor

You are entitled to an induction tutor throughout your induction period “to provide day-to-day monitoring and support”. This can be the headteacher but there are advantages in the induction tutor being a separate postholder.

The NUT recommends that your induction tutor:

- is allocated non-contact time to fulfil his/her responsibilities;
- is suitably trained with regard to the assessment elements of the new induction arrangements;
- has a reasonable number of inductees for whom he/she has responsibility with regard to the time and resources available and his/her other responsibilities;
- has a proper job description; and
- receives on-going support and advice, and opportunities to evaluate his/her role.

If you find that constraints upon your induction tutor’s ability to monitor and support you are inhibiting your successful induction, you should seek advice from your NUT regional office or, in Wales, from NUT Cymru.

(vi) Support from your headteacher

Your headteacher has overall responsibility for your induction programme and for assessing whether or not you satisfactorily meet the Induction Standards identified in DfES Guidance 0458/2003 and in Wales the End of Induction Standard in WAG Circular 18/03 (Annex A). If you are employed on a peripatetic or part-time basis in more than one school, the headteachers concerned are required by the DfES and WAG to ensure that there is appropriate liaison between the schools.

Your headteacher is also required to ensure that you receive advice on:

- *timetabling of lessons and support arrangements, names and contacts of induction tutors and a schedule for formal assessment and meetings;*
- *reporting arrangements and entitlements to pay during sickness absences, contacts for other absences, e.g. maternity leave;*
- *arrangements for salary payments;*
- *provisions for pensions and any other entitlements;*
- *health and safety and equal opportunities policies;*
- *other relevant policies including arrangements for cover, child protection etc.; and*
- *the nature of the contract of employment, a list of duties and management arrangements.*

The NUT believes that headteachers should promote positive views of induction as an entitlement. All your colleagues should be encouraged to play a part in welcoming you to teaching and the profession. Induction should be regarded as the first stage of an on-going programme of professional development throughout your career.

Headteachers are prohibited from delegating their overall responsibility for the supervision and training of newly qualified teachers during the induction period, the provision of an appropriate induction programme and the recommendation as to whether the induction period has been satisfactorily completed.

In practice, of course, your induction tutor may carry out tasks associated with these responsibilities. However, in the NUT's view, these overall responsibilities mean that your headteacher has a key role in establishing a supportive and professional approach to your induction.

(vii) Oversight by the Appropriate Body

The Appropriate Body - in most cases the local education authority – is responsible for deciding whether you meet the Induction Standards, based on your headteacher's recommendation.

Appropriate Bodies are required to assure themselves that your headteacher and governing body are aware of, and are capable of, meeting their responsibilities for monitoring and providing support and guidance during your induction. They are also required to identify a named contact with whom you can raise issues about induction which cannot be resolved within the school.

The DfES and WAG guidance states that:

a newly qualified teacher who is not satisfied with the content and/or delivery of the programme of monitoring, support and assessment being provided during the induction period, should, in the first instance, make use of the school's internal procedures for raising professional concerns, including those involving the school's governing body. If the NQT's concerns go beyond the school's systems or procedures, or if he or she feels that the concerns have not been addressed, the NQT should contact a named individual at the Appropriate Body.

The NUT believes that the Appropriate Body, in consultation with schools, should organise and, where appropriate, provide educational and training opportunities which address the needs you and other inductees in local schools have in common.

(viii) A supportive approach to assessment

During your induction, you will be assessed each term and at the end of the year. According to DfES Guidance 0458/2003 the assessment arrangements should allow you to "demonstrate that [you] have continued to meet the standards for the award of QTS on a consistent basis in an employment context and have met all the Induction Standards to satisfactorily complete the induction period." The WAG Circular 18/03 states that "judgements should be based on evidence that has been gathered systematically during the induction period and should relate directly to the Standards for the Award of QTS and the End of Induction Standard."

The NUT recommends that:

- the approach for your assessment emphasises success and achievement rather than over-emphasising difficulties and/or shortcomings;
- you receive adequate warning of your assessments;
- you are shown any written reports produced;
- you are given a copy of any such reports to keep; and
- following each assessment your induction programme is reviewed by you and your induction tutor and amended to meet any needs identified during assessment.

What About the General Teaching Council (GTC)?

To teach in maintained schools and non-maintained special schools in England or Wales as a qualified teacher, you must be registered with the relevant GTC.

I trained in England. What happens next?

If you trained in England, you will have been given the option of being automatically registered with the GTC once QTS has been awarded. Those who opt not to be 'auto registered' are eligible to register when they so choose.

If you intend to teach in England contact the GTC England. If you intend to teach in Wales, contact the GTC Wales.

I trained in Wales. What happens next?

If you trained in Wales, there is no automatic registration. If you intend to teach in Wales, you should have been contacted by the GTC Wales about registration. If you intend to teach in England, contact the GTC England for a registration pack.

How do I pay?

You will receive a sum to offset the GTC fee in your September or October salary. In Wales the fee must be paid following qualification on 1 August and before 1 September. The registration form for the GTC Wales and your cheque must be returned together. In England, those who qualify on 1 August will be sent a form to complete in order to pay, usually by direct debit.

Contact Details:

GTC England

0870 001 0308 (Registration Help Desk)

email: registration@gtce.org.uk

GTC Wales

02920 550 350

email: registration@gtcw.org.uk

What financial incentives are available for me?

Introduction

There is a range of financial incentives available to those who pursue a career in teaching, which include those outlined below. For general information regarding available funding, including information on teacher salaries, the Teacher Training Agency (TTA) can be contacted on 0845 6000 991 for English speakers, or 0845 6000 992 for Welsh speakers.

Information can also be accessed via the TTA website: www.canteach.gov.uk and the Graduate Teacher Training Registry website www.gttr.ac.uk

The NUT has also produced detailed guidance on financial incentives for trainee and newly qualified teachers. This is available to download from the NUT website: www.teachers.org.uk

Student loans and the repayment of teachers' loans scheme

The repayment of teachers' loans scheme is being piloted from 2002 to 2005. Aimed at newly qualified teachers of certain subjects in England and Wales, the scheme involves the Government repaying over time an outstanding student loan taken out through the Student Loans Company.

The current subjects which qualify under the pilot scheme are: English (including drama); Welsh; basic skills; mathematics; modern foreign languages; construction; engineering; design and technology; information and communications technology and science. To be eligible a teacher must go straight into teaching after qualifying (on either an undergraduate or postgraduate ITT programme) and must teach one or more of these subjects for at least half of their teaching time.

The scheme applies mainly to newly qualified secondary teachers working on permanent or fixed term contracts of more than eight weeks in the maintained sector. Primary school teachers are eligible if they are employed in a first post as a specialist teacher in one or more of the subjects that qualify. This means they must teach the subject(s) to classes other than their own. Part-time teachers will get a pro rata benefit.

More information regarding this scheme is available on www.teachernet.gov.uk

Golden Hellos – England

An additional £4,000 is available for those who have completed a post graduate certificate in education (PGCE) or school-centred initial teacher training (SCITT) course teaching mathematics, science, English (including drama), modern languages, design and technology or information and communications technology. Golden Hellos are normally counted as

taxable income. A Golden Hello can be claimed if induction is successfully completed within five years of the start of the first academic year after gaining QTS and if, within 12 months of completing induction, the teacher is working in a relevant post in the maintained sector. Primary school teachers are eligible if they were employed in a first post as a specialist teacher in one or more of the subjects that qualify. This means they must teach the subject(s) to classes other than their own.

Those who trained and received a £6,000 training bursary from the Welsh Assembly Government are eligible for a Golden Hello if they are working in a post in England.

Further information is available at:
www.dfes.gov.uk/go4itnow/goldenhellos.shtml

Teaching Grant – Wales

An additional £4,000 teaching grant is available for those who have completed a post graduate certificate in education (PGCE) course teaching mathematics, science, modern foreign languages, design and technology, ICT, English (including drama) or Welsh at secondary level. A teaching grant can be claimed following the successful completion of the induction period. The grant is paid as a lump sum.

The application for a teaching grant should be made to the Welsh Assembly Government once all the eligibility criteria have been met. Details of these criteria should have been received during the post graduate training course.

Those who trained and received a £6,000 training bursary in England are eligible for a teaching grant if they are working in a post in Wales.

Further information is available at www.learning.wales.gov.uk.

Home loans

In England the Key Worker Housing Scheme provides assistance with the cost of mortgages for newly qualified teachers in areas where high prices would otherwise prevent them from living in or near to the communities they serve.

This includes interest-free equity loans of up to £50,000 to buy a house and 'shared ownership' of newly built properties, involving the purchase of at least 25 per cent of the house and paying reduced rent on the remaining share.

The areas currently included in the initiative are: London, Surrey, West and East Sussex, Kent, Berkshire, Hampshire, Buckinghamshire, Oxfordshire, Hertfordshire, Essex, Bedfordshire, Cambridgeshire, Norfolk and Suffolk.

Information regarding the scheme can be accessed via: teachernet.gov.uk

There is no equivalent scheme in Wales.

Recruitment and retention payments

In England, schools have the discretion to pay recruitment and retention incentives and benefits to any teacher. These are paid for a fixed period of time and the value of the payment is determined by the school. Schools' salary policies should set out how these flexibilities will be used in the school.

Other incentives and benefits may be made available by the LEA and other bodies, for example, to assist with relocation, housing and travel to work.

Information regarding schoolteachers' pay and conditions of employment can be found at: www.teachernet.gov.uk/pay

There are no equivalent payments in Wales.

What support will I have from the NUT?

Members are welcome to seek advice and support from the NUT at any stage of their induction period.

The NUT representative in your school can also provide direct support and, in particular, should be a source of advice if you believe that the entitlements identified in this document and/or DfES Guidance 0458/2003 or WAG Circular 18/03 and the May 2004 amendments are unavailable to you. If you consider that the Union's recommendations for good practice, identified in this document, have not been met and that has impinged upon your successful induction, you should also seek NUT advice.

Furthermore, you should seek advice if any lengthy absence affects your induction period, such as prolonged or recurring absence through illness. Women teachers are entitled to maternity leave during induction and the NUT can give advice, in confidence, on individual circumstances.

If the support provided to you in school is inadequate or you believe that the professional/working relationships with your induction tutor, headteacher or other members of staff are inhibiting your progress, you should contact your NUT regional office or, in Wales, NUT Cymru.

If you are concerned at all about the success of your induction period or wish to appeal against a formal decision about your induction period, you should seek advice from your NUT regional office or, in Wales, NUT Cymru. Advice, support and, where necessary, representation will then be arranged.

NUT training and CPD programmes

The NUT national training and continuing professional development (CPD) programmes offer a wide range of high quality opportunities for all teachers. Details of the current programmes can be obtained via e-mail at training@nut.org.uk or nutcpd@nut.org.uk or on the Union's website www.teachers.org.uk

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London (West)

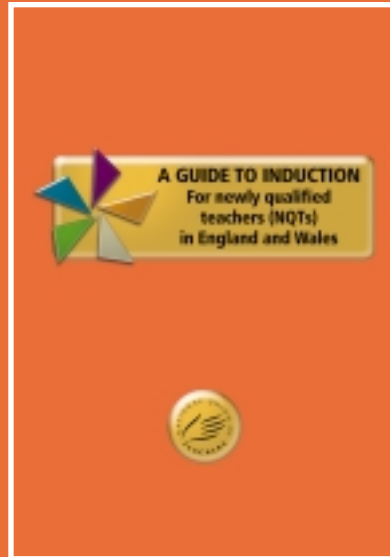
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Merthyr Tydfil, Monmouthshire,
Neath Port Talbot, Newport, Pembrokeshire,
Powys, Rhondda Cynon Taff, Swansea, Torfaen,
Vale of Glamorgan, Wrexham, Ynys Môn.



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www.teachers.org.uk

