



# ASTI

A century of service

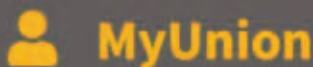
The Professional  
Teachers' Union

## New Teachers' Guide

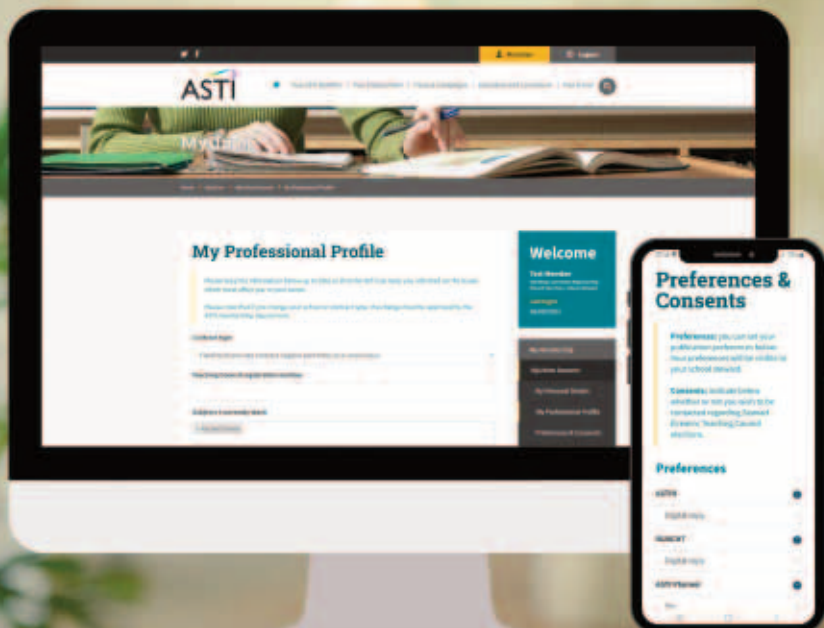
## Treoir do Mhúinteoirí Nua

[www.asti.ie](http://www.asti.ie)





Members' area of asti.ie



Activate your account

Visit [asti.ie](https://asti.ie) to:

- ✓ Update your information
- ✓ Access key contact details
- ✓ Find sick leave calculator
- ✓ Choose your mailing preferences
- ✓ Use additional activists' benefits

# Welcome to the Teaching Profession

As you commence your role as a teacher, the ASTI is here to support you throughout what will be an exciting, challenging and fulfilling career. You are embarking on a journey which involves doing work which is vitally important for our society and often provides the opportunity to make a real difference.

## What the ASTI does

The Association of Secondary Teachers, Ireland, which was founded in 1909, is a registered trade union with a current membership of over 21,000, representing second-level teachers in the Republic of Ireland. The ASTI promotes the interests of second-level teachers; seeks to improve their salaries and conditions of employment; and regulates relations between members, their employers and the Department of Education and Youth. ASTI members are represented by their trade union on educational boards, committees and public bodies. Members have access to the ASTI's professional advisory service. Information and assistance are provided for both individuals and staff groups.



## About the ASTI

The ASTI is the only union which exclusively represents second-level teachers in voluntary secondary schools, community schools, community colleges and comprehensive schools nationwide.

We promote second-level education in Ireland and safeguard the interests of the teaching profession. The ASTI works to protect and improve the terms and conditions of employment of its members.

## Organisation

We are a registered trade union, organised into 56 branches in 18 regions. Members elect representatives to Standing Committee, Central Executive Council (CEC) and Annual Convention. CEC is the governing body of the ASTI

when Annual Convention is not in session. CEC normally meets at least twice a year. ASTI Standing Committee, which meets on a monthly basis, looks after the business of the ASTI when neither CEC nor Convention is in session. The Officers of the union are elected at Annual Convention. Members also elect School Stewards and Branch Officers.

## ASTI Branches

Each ASTI member is a member of a branch operating in the area in which he/she is employed or normally resides. Members are encouraged to play an active role in the affairs of their union by attending regular meetings of their union branches. Branch meetings discuss professional, educational and trade union issues of local and national importance. ASTI members decide on the policies of their union through its democratic structures. You can express your opinions by being actively involved in your local branch.

More detailed information on the structures of the ASTI is provided in our pamphlet “You and ASTI” available from your School Steward or at [tinyurl.com/youandtheasti](http://tinyurl.com/youandtheasti)

## ASTI Head Office

ASTI Head Office, based on Winetavern Street in Dublin, offers a comprehensive range of services, including professional advice and information, to ASTI members.

## Membership Rates

**Free membership is available in your first year of teaching.**

The subscription rate for Department of Education / ETBI paid teachers is 0.76% of basic salary (capped at 1.05% of 1st point pre-2011 salary scale). Teachers not on full salary are deducted a pro-rata amount (i.e. 0.76% of their pro-rata salary). The subscription rate for school paid teachers is based on 1.05% of 1st point of pre-2011 salary scale. School-paid teachers not on full hours pay a fraction of 22 hours.

## ASTI Affiliations

The ASTI is affiliated to the Irish Congress of Trade Unions (ICTU). In addition, we are affiliated to the European Trade Union Committee for Education (ETUCE) and Education International (EI).

# ASTI Benefits and Services

## Information and Advice

Members can contact ASTI Head Office for information and expert advice. Members have access to industrial relations specialists with specific experience and understanding of the second-level education sector who can offer professional representation, if necessary.

## Representation and Negotiation

The ASTI represents its members on a range of bodies and negotiates on their behalf at national, regional and school levels.

## ASTI Website

The ASTI website is a comprehensive source of information on teachers' terms and conditions; industrial relations and legal issues; ASTI activities and campaigns; the benefits of ASTI membership, and more.

## ASTI Publications

ASTI members receive copies of a range of publications, including the ASTIR Magazine and Nuacht.

## ASTI Sickness Benefit Fund

Members may be entitled to grants for optical, dental or illness treatment, subject to certain conditions. For more information, contact ASTI Head Office, Tel: 01-6040164.

## Legal Assistance

The ASTI can provide access for members to expert legal advice on matters arising out of their duties. Contact should be made with ASTI Head Office before taking legal steps.





## Trade Union Training

Training courses are organised each year to support ASTI representatives including School Stewards, Board of Management representatives, Health and Safety representatives and Branch Officers. The ASTI also hosts annual seminars for representatives on NCCA structures – see [www.asti.ie/member-benefits/events](http://www.asti.ie/member-benefits/events)

## ASTI Seminars

The ASTI holds regular seminars aimed at assisting members in their careers. These seminars cover topics such as starting out in teaching, leadership, special education needs, and retirement. See [www.asti.ie/member-benefits/events](http://www.asti.ie/member-benefits/events)

## ASTI LGBTQI+ Group

ASTI operates a group for our LGBTQI+ members. Please email [lgbtqi@asti.ie](mailto:lgbtqi@asti.ie) for more information.

## Cornmarket Financial Planning Service\*

This free service is designed to help members make the right decisions about their finances with expert advice on life insurance, pensions, savings and much more.

Call (01) 420 0978 or go to [cornmarket.ie/financial-planning-service](http://cornmarket.ie/financial-planning-service)

## ASTI Salary Protection Scheme\*

Salary Protection is designed to provide you with a replacement income of up to 75% of salary if you're ill or injured, and can't work. It helps give financial security and peace of mind, so you can focus on getting better.

Call (01) 470 8078 or go to [cornmarket.ie/asti-salary-protection-scheme](http://cornmarket.ie/asti-salary-protection-scheme)

Other terms, conditions and exclusions apply.

## Teachers' Car Insurance Scheme\*

The Teachers' Car Insurance Scheme has many benefits with two levels of cover available, Select and Economy. The Scheme is also open to partners of teachers.

Visit [www.cornmarket.ie](http://www.cornmarket.ie) for exclusive online discounts or call Cornmarket on (01) 420 0926.

## Home Insurance Discounts & Benefits\*

All Cornmarket policies come with many protections to ensure you're covered.

For competitive home insurance with discounts for ASTI members, buy your policy online at [www.cornmarket.ie](http://www.cornmarket.ie) or call Cornmarket on (01) 408 4004.

\*These are optional services for ASTI members.

The ASTI has no responsibility for the schemes or for their administration.

All enquiries about them should be made directly to Cornmarket.

Other terms, conditions and exclusions apply.



# ASTI MEMBERSHIP GIVES YOU

- Free membership for your first year of teaching.
- Expert advice, support and legal representation as needed.
- Consultation – surveys, ballots, representative networks.
- A job placement service all year round.
- Information meetings for new teachers.
- Any question answered – big or small.
- Comprehensive website – login for additional benefits at [www.asti.ie](http://www.asti.ie)
- ASTIR magazine – updates on developments in your profession.
- ASTI diary including guide to your terms and conditions.
- Low-cost credit card.
- Low-cost car, house, health and travel insurance.
- Money off optical and dental treatments.
- Discounted loans.
- Access to a range of grants and supports.
- Professional development / training opportunities.
- Access to income protection scheme.
- A say in the development of education and teaching.
- A career-long support network.

## JOIN THE ASTI



# ASTI BENEFITS AND SERVICES

## **Negotiation**

ASTI is a campaigning union that fights relentlessly to improve pay and the terms and conditions of employment for members.

## **Representation**

ASTI provides professional representation at national and local level to advance members' interests and concerns.

## **Democratic Voice**

Through our extensive representative structure  
ASTI ensures your voice is heard.

## **Delivery**

ASTI has a strong and proven track record of achieving enhancement of members' terms and conditions of employment.

## **Comprehensive Information**

Through a variety of communication channels and networks  
ASTI keeps its members informed.

## **Finance and Insurance**

Through Cornmarket Financial Services, ASTI members  
can access a range of financial services.

## **Professional Workplace Support and Advice**

ASTI provides members with expert advice, support and  
legal representation as needed.

## **Representation – Education and Professional Practice**

ASTI represents members' interests on a variety of  
education bodies including NCCA and the Teaching Council.

# JOIN THE ASTI

# Terms and Conditions of Employment

## Registration with the Teaching Council

Teachers are required to be registered with the Teaching Council in order to be employed in schools and be paid from State funds. Registration is for twelve months, effective from the date of registration. It is vital that you continue to renew your registration annually as failure to do so will result in your name being automatically removed from the register.

## Code of Professional Conduct for Teachers

The Teaching Council published a Code of Professional Conduct for Teachers. The Code sets out the standards of professional knowledge, skill, competence and conduct which are expected of registered teachers. The standards are underpinned by four core values – respect, care, integrity and trust, and reflect the complexity of teaching. Teachers should ensure that they are familiar with the Code.

The Code can be accessed at the link below:

[tinyurl.com/TCcodeofconduct](https://tinyurl.com/TCcodeofconduct)

## Droichead

Newly Qualified Teachers must participate in Droichead as part of the induction process into the teaching profession.

Droichead is the only route of induction for all Primary and Post Primary Newly Qualified Teachers (NQTs) registered after 1 June 2020.

Full details on the application process to participate in Droichead are available at the following link: [tinyurl.com/droicheadpp](https://tinyurl.com/droicheadpp)



## Contracts

Before signing a contract, teachers are advised to examine carefully the contract offered and to consult with their School Steward and/or ASTI Head Office. The nature of the contract being offered should be made clear, in writing, to the teacher including the status of the contract (permanent/fixed-term), duration, subjects, number of hours and reasons for a fixed term. Full-time teachers are contracted to teach up to 22 hours per week.

## Non-permanent/ part-time teachers

Non-permanent/part-time teachers fall into one of the following categories, depending on the nature of their contract/employment.

### Casual part-time teacher

A part-time teacher who is not employed on a contract shall be regarded as working on a casual basis until he or she has worked for a period in excess of 150 hours in a school year. For example, a casual part-time teacher may be covering for short-term sick leave or parental leave.

### Non-casual part-time teacher

A non-casual part-time teacher is employed under a contract which obliges him/her to teach for a period of 150 hours or more during the school year, but for less than a school year. For example, a non-casual part-time teacher may be covering maternity leave or carer's leave. Such a teacher is paid an incremental salary which is calculated on an hourly basis - i.e. the appropriate point of the salary scale (plus allowances, if applicable) ÷ 735, minus 12% which is subsequently paid as a statutory annual leave payment.

### Pro-rata/ regular part-time

A part-time teacher who is employed for the school year (employment to begin before November 1st) to teach for a specified number of hours each week is given a pro-rata contract. For example, you may have a pro-rata



contract if you are covering for a job-sharing teacher. Such a teacher is paid an incremental salary which is based on contracted teaching hours per week as a fraction of 22 hours including during holiday periods.

## Temporary whole-time/ Fixed term

A temporary whole-time teacher is appointed to work full hours on a temporary basis, normally for at least one year. For example, where you are replacing a teacher on secondment or career break. Incremental salary is paid in fortnightly instalments including during holiday periods.



## School-paid teachers

Some schools are in a position to employ teachers privately. All queries regarding contracts should be referred to ASTI Head Office.



## Contracts of indefinite duration (CID)

A CID gives a teacher the same job security as other permanent teachers. The only differences are that salary is based on the number of hours teaching (which can be less than full hours) and the awarding of the contract is normally the result of the teacher acquiring the requisite amount of teaching service in a sustainable teaching post.

Temporary/ part-time teachers may become eligible for a CID after one year of continuous employment in a school. A CID may be awarded for full hours (18–22 teaching hours) or for part-time hours. CID teachers have the same rights and entitlements as permanent teachers.

More detailed information on contracts of employment is provided in our pamphlet “ASTI Contract Information” available from your School Steward or on the ASTI website section Non-Permanent Teachers: [tinyurl.com/astinonpermanentteachers](http://tinyurl.com/astinonpermanentteachers)

## Salary Scales

Teachers are paid according to an incremental salary scale and may be entitled to extra allowances. Since 2011, ***two salary scales operate for teachers*** in second-level schools in Ireland. Through our Equal Pay for Equal Work campaign, ASTI has vigorously sought to reinstate parity for lesser paid teachers and has reduced the disparity considerably.

For more information of teachers' salary scales go to the ASTI website at [tinyurl.com/astisalaryscales](http://tinyurl.com/astisalaryscales)

## Employee Assistance Service

Teachers paid by the Department of Education and Youth have access to a free confidential service which provides telephone and direct one-to-one counselling on a nationwide basis. The service can also be used by teachers' spouses, partners or parents and by their children aged 16+ to age 23 or until conclusion of full-time education, whichever is earlier. The freephone number, 1800 411 057, is open 24 hours a day, 365 days a year. Alternatively, you can WhatsApp or SMS 'Hi' to 087 369 0010.



## Contact with the ASTI

The most immediate point of contact for ASTI members is their School Steward. Make sure to approach your School Steward in the first instance if you want any advice or have any concerns.

## Head Office

Each school is allocated an industrial relations official to represent and advise ASTI members in that school. Check the ASTI website to find out which official is responsible for your school – [www.asti.ie/contact-us](http://www.asti.ie/contact-us)

The main ASTI telephone numbers are:

**01-604 0160 / 1800 418400**

E-mail address: [info@asti.ie](mailto:info@asti.ie)

## Additional Queries:

### Leave and Teaching Council Queries

01-604 0160      [leavequeries@asti.ie](mailto:leavequeries@asti.ie)

### Accounts & Medical Benefits

01-604 0164      [accounts@asti.ie](mailto:accounts@asti.ie)

### Membership/Recruitment Information

01-604 0162      [membership@asti.ie](mailto:membership@asti.ie)

### Substitute Placement Service

01-604 0170      [substitute@asti.ie](mailto:substitute@asti.ie) / join online at [www.asti.ie](http://www.asti.ie)

### ASTIR Magazine

01-604 0160      [astir@asti.ie](mailto:astir@asti.ie)

## Additional benefits at [www.asti.ie](http://www.asti.ie)

Create your MyUnion account for additional member benefits. This will give you convenient access to information about your ASTI membership including contact details for your local and national elected representatives and head office personnel. You can also edit your personal information, choose to receive key publications digitally, and access premium content.





**THE PROFESSIONAL UNION FOR  
PROFESSIONAL TEACHERS**

**IRELAND'S  
ONLY UNION  
WORKING  
EXCLUSIVELY  
FOR  
SECOND-LEVEL  
TEACHERS**



# ASTI



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# STRONGER TOGETHER

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