

Your conditional offer, what happens next?

A supplement for teaching staff

In addition to the general requirements of the pre-employment process, there are additional details that are required for teaching staff. These relate to the General Teaching Council (GTC) registration, Teachers Pensions and Post Threshold Certification.

GTC Registration

It is a legal requirement for all teachers to register with the GTC before starting employment. Therefore your appointment is subject to this registration. If you have not already registered, please contact the GTC on 0370 001 0308 or visit their website www.gtce.org.uk. This information should be provided on your Job Application Form or immediately after registration, whichever is later.

The following teachers need full registration:

- Teachers who hold qualified teacher status (QTS) and teach in a maintained school, non-maintained special school or pupil referral unit. The requirement to register applies to full-time, part-time and supply teachers.
- Trainee Teachers starting an initial teacher training programme (ITT) must provisionally register with the GTC within 28 days of starting their course.

The following teachers need provisional registration:

- Overseas Trained Teachers (OTT) who, from 1st September 2009, will teach in a maintained school, non-maintained special school or pupil referral unit. (An OTT is someone who has successfully completed a programme of professional training in any country outside the UK and who has not been awarded QTS in England. Under regulations, these teachers can be employed as an unqualified teacher for a period of up to four years).
- Unqualified Teachers (Instructors) who, from 1st September 2009, will teach in a maintained school, non-maintained special school or pupil referral unit. An instructor is an unqualified teacher who is appointed to carry out 'specified work' in a school. Specified work is defined as:
 - Planning and preparing lessons and courses for pupils
 - Delivering lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils).

The Department for Education has produced a publication 'Overseas Trained Teachers - what you need to know' which can be obtained from their publications office on 0845 6022260 (quote the reference 00898-2007LEF-EN).



It is strongly recommended that any OTTs take the following action either before or shortly after arrival in the UK:

- Arrange a check with UK NARIC (0870 330 7033) to establish whether your qualifications are equivalent to a UK first degree and also to a GCSE grade 'C' in maths and English (and science if you are a primary teacher). It is important these checks are carried out at an early stage as you may need to top up your qualifications before you can undertake QTS training and extra time is not available for this purpose.
- Arrange to undertake an employment-based training course leading to QTS by contacting the Training and Development Agency for Schools' Overseas Trained Teacher helpline on 0845 6000 991.

Post Threshold Certificate

If you have had a successful threshold assessment and are eligible to be paid on the upper pay spine, then a copy of the confirmation letter you received must be provided.

Pension Information

Information is sent with the conditional offer of employment that outline the scheme applicable to the candidate and allow them to determine whether or not they wish to join the scheme. In every instance, where a pension scheme is applicable, a new employee will automatically be 'opted in' to a scheme unless they inform us that they wish to 'opt out'.

Returning to work after age or premature retirement (not on grounds of ill-health)

You will have been sent a certificate with your retirement award papers which informed you of the amount you can earn with your pension being affected (sometimes called 'salary of reference'). Please complete Part A of the certificate and return it to us as soon as supply work has been undertaken. We will submit it to Teachers Pensions who, having noted the details will return it to you.

Teachers Pensions will also send you a form giving you the option to rejoin the TPS to build up reckonable service for a second pension. If you do not receive the form but are interested in making an election as a retired teacher please contact WES HR Admin.

Returning to work after retirement on the grounds of ill-health

You must notify Teachers Pensions in writing of all teaching and non-teaching employment as this may affect your entitlement to continue to receive the pension. We must also be satisfied that you are fit to teach in the capacity required.

Please note: for further information on each pension scheme, please visit their website at www.teacherspensions.co.uk (for teachers pensions) or www.direct.gov.uk (for the Local Government Pension Scheme)

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