

## LANCASHIRE TEACHING AGENCY

### REGISTRATION AND RE-REGISTRATION PROCEDURES (SEPTEMBER 2020)

#### Expression of interest

A candidate can make a request to register with the Lancashire Teaching Agency (LTA) by telephone or by email [lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com)

Lancaster: 01524 843347          Preston: 01772 200845  
Secondary 01772 567302

#### Application process

1. On application by phone, the candidate will be asked a series of pre-screening questions concerning their qualifications, experiences to date and future work aspirations. This is part of an initial screening process to determine a candidates' suitability for interview.
2. Following the initial screening, an interview date and time will be arranged.
3. An online application form called 'xchecker' is sent to the candidate to complete prior to interview, which requires the candidate to provide the names and addresses of at least two professional referees (references covering the previous 5 years' of employment are required). References will be sought prior to interview, and the content of the references may be discussed with the candidate at interview.
4. If the candidate does not have a current DBS on the 'Update Service', an Online DBS form is sent to the candidate to complete, together with a payment link to pay for the DBS check.

The interviews can usually be arranged within three working days of the pre-screening process. In the case of applications that are submitted by email, the candidate is contacted by telephone and asked a series of pre-screening questions, before the interview is arranged.

5. An email is sent to the candidate confirming the date, time and location of the interview. This letter contains details of important documents and forms (listed below) that must be provided.

Passport	Driving Licence	Two passport photographs	Birth Certificate	Marriage Certificate
P45	Curriculum Vitae	Proof of National Insurance number	Proof of QTS (teachers)	Utility Bill
Bank	Details of all	Disclosure &		

details	addresses over five years	Barring Service check		
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The LTA reserves the right to cancel any interview should the candidate not be able to provide the information requested in the letter. This interview would be re-arranged for a future date.

In relation to COVID-19 and following the social distancing guidelines, interviews are being arranged through Microsoft Teams, so a face to face interview can still be conducted.

### **The Interview**

The interview is approximately one hour in duration and is conducted by the LTA consultant assigned to the candidate. As part of the interview process, the candidate undergoes a face to face interview to assess their suitability for the post. In addition, a number of additional forms are tabled at the interview that must be completed in sight of the LTA consultant.

In relation to COVID-19 the forms are completed as part of the interview. These are then emailed for the candidates to sign and return back.

### **Conditions of Registration**

Registration with the LTA is dependent on the following:

- At least two good professional references covering the previous 5 years' of employment (The LTA follows the DfE Guidelines on *Keeping Children Safe in Education 2020*).
- Recent and relevant experience\*
- Clear DBS check
- Barred List clearance
- Satisfactory performance at Interview
- QTS (Not relevant for Support Staff)
- Medical clearance received from Occupational Health
- Completion of CPD questionnaire and enrolment on Induction Course

\*For Teachers, Primary experience should be within the previous four years and Secondary experience within the previous five. Teachers falling outside of these dates are advised to gain further experience of working in schools before attempting to register with LTA.

### **Acceptance onto the Supply Register**

Once all of the necessary checks have been undertaken, successful applicants receive an email of acceptance onto the Supply Register. An LTA/Reed Education information pack outlining the service to teachers is

given at interview by email. Candidates are not informed of this outcome at interview.

### **Rejection of an Application**

Failure to meet one or more of the **conditions of registration** will mean a candidate's application to join the register is rejected. An email is sent to inform them of the decision.

A candidate will have the right of appeal against any decision to the LTA under the Complaints Procedure operated by Reed Education. Should an application be rejected specifically by Lancashire County Council (LCC), then the candidate has the right of appeal under the LCC Complaints Procedure.

### **Annual Re-registration (Teachers and Support Staff)**

Registration with the LTA is valid from the date the teacher is formally accepted onto the register until 31<sup>st</sup> July within the current academic year.

Candidates are invited to re-register for work during July and August for the academic year ahead. Written notification of annual registration will be sent to all candidates in April. Re-registration takes place at the local LTA branch and involves the completion of the following tasks:

- Complete a new DBS check (where appropriate)
- Update references (where appropriate)
- Update Training Needs Analysis' and CPD record
- Updating personal CV

In addition to the completion of the above tasks, the branch will review the CPD undertaken and review feedback from schools over the previous year.

### **Break in Service**

Where a candidate has had a break in service of 90 days or more during an academic year and wishes to work again for the LTA, the candidate will need to re-apply.

*Candidates who do not take up the option to re-register annually or go through re-application after a break in service can no longer be placed by the LTA*

### **Additional Procedures**

Should a candidate be subject to any of the procedures outlined below whilst registered with the LTA, de-registration could be an outcome at the end of an investigation.

- Capability procedures

- Disciplinary procedures
- Safeguarding procedures
- Non-compliance with professional standards

A candidate will have the right of appeal against any decision under the relevant procedure.

In addition, being the subject of criminal proceedings may result in de-registration for the candidate.