

LANCASHIRE TEACHING AGENCY

REGISTRATION AND RE-REGISTRATION PROCEDURES (May 2024)

Expression of interest

A candidate can make a request to register with the Lancashire Teaching Agency (LTA) by telephone or by email lancashire.teaching@reed.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 'XMS/CX3' 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).
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 that must be provided.

- Entitlement to Work* – Remote Digital Right to Work Check or Passport or Birth Certificate with National Insurance Number or Home Office Share Code (Non-British Passport Holders).
- Proof of Address* – Remote Digital Check or Two Proof of Address (Driving Licence, Utility Bill, Bank Statement, Council Tax, P45/P60 etc
- Marriage Certificate (If Applicable)
- CV
- National Insurance

- Qualifications (QTS or highest education qualification)
- DBS
- Photo (if required)

*as per current government guidance

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.

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 (in the office or remotely via teams) to assess their suitability for the post.

Forms are completed as part of the interview. These are then emailed for the candidates to sign and return back, or signed in the office.

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 as well as being ASPCo accredited*).
- Recent and relevant experience*
- Clear DBS check
- Barred List clearance (which forms part of the DBS check)
- Satisfactory performance at Interview
- QTS (Not relevant for Support Staff but highest education qualification evidence will be required)
- 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. A connection link is sent for the XMS, & Joined Up systems, in which they are required to submit

their bank details. 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)

Candidates are contacted prior to the Summer break to ask them to update their CV including placements and CPD undertaken from the previous year, together with completing the Training Needs Analysis (TNA) questionnaire for CPD for the forthcoming year. The branch will review feedback from schools throughout the academic year and address any CPD requirements.

TRN checks are done annually.

If a candidate has a Reed DBS this is only valid for 12 months. A new one would have to be obtained on approaching the anniversary from when the last Reed DBS was done.

If a candidate is on the Update Service and continues to work for LTA, a DBS Update Check is performed every 180 days. Every candidate is encouraged to subscribe to the update service.

Re-Registration - Break in Service

Any candidate who hasn't worked through the LTA within the last 90 days up to 12 months will need to complete a re-registration data collection form via XMS/CX3.

- Within this form they need to update declarations, medication history and confirm what work they have completed since last working through the LTA.
- Re-Check Entitlement to Work
- DBS Update Check completed or new Reed DBS application if no longer on the update service
- Qualification details re-checked (QTS / TRA as required)

- Updated referencing
- Annual Safeguarding Online Training Course Refresher

If the break in service is over 12 months, the candidate will have to undergo the full registration process.

Candidates who do not take up the option to go through re-registration 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.