

# overseas trained teachers guide.

Everything you need to know when  
living and working in the UK.

[Welcome to Randstad Education](#)

Randstad Education and Teachanywhere are global specialists in education recruitment. Established over 20 years ago, we are proud to be part of the Randstad Group (established over 50 years ago and the world's second largest recruitment company located in 47 countries).

Our knowledge and expertise in providing opportunities for teachers and support staff was independently recognised as early as 2002, when we were one of the first agencies to be awarded with the Department of Education's Quality Mark – an endorsement that is known as the REC Audited Education Accreditation.

Our mission at Randstad Education is to be the most recommended consultancy. We achieve this through ensuring that our teachers enjoy a fulfilling career in the positions we place them in, so that they in turn inspire the children they teach.

We understand that every school is different and every child is different, which is why we will only put you forward for a role if we believe it will allow you to bring your best teaching or support work to that school. We don't just match you to the job – we match you to the school and child as well, making sure our candidates are happy because we understand you'll only find fulfilment in a school that brings out the best in you.

## Day-to-Day Assignments

Day-to-day assignments are great if you want to try different schools, different working environments and different job roles. And you only work the days you want to work. If you are studying part-time, have childcare responsibilities, can only work on a flexible basis or just want to try different things, then a day-to-day assignment can be perfect for you.

Day-to-day assignments can arise due to planned absences (such as a course cover), or unforeseen sickness. These assignments are awarded throughout the day but mainly early in the morning from 7am to 9:30pm and in the afternoon from 2pm to 6pm for the following day. If you want to be 'top of mind' for day-to-day assignments then we always recommend that you call us between these hours.

For work early in the morning you need to be up, ready and in a position to leave your property within 10 minutes of your assignment allocation. Being organised and having your necessary documents to hand is key. You'll need to get to the school as soon as possible and be sensitive to the needs of a busy, and possibly stressed, cover coordinator.

## Guaranteed Work

Guaranteed work is the same as day-to-day today but you are guaranteed to be paid for the contracted dates. Regardless of the type of assignment you're on, Randstad Education candidates have a reputation for treating every assignment as if it is a permanent role, injecting a sense of purpose into the classroom and helping the school to the best of their ability. Since day-to-day assignments can lead to long-term work, it's an approach that will help build your reputation too.

## Important Information

Every time you work for us you will receive an email confirming the assignment you accepted.

### Resources

There are many great websites in the UK that provide information on the curriculum as well as activities and lessons, below are a few examples:

UK Curriculum

<https://www.gov.uk/browse/education>

<https://www.gov.uk/schools-colleges>

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

News & Information

[www.tes.co.uk](http://www.tes.co.uk) [www.guardian.co.uk/education](http://www.guardian.co.uk/education)

## Short-Term Assignments

Short-term assignments mean you are covering an absence of less than 6 weeks. These tend to be full-time, 5 days a week, although part-time assignments are sometimes requested as well (for example, 3 days a week for a month).

## Long-Term Assignments

Long-term assignments mean you are covering a long-term absence. These tend to be full-time, 5 days a week, although part-time, long-term jobs aren't unheard of. Long-term assignments are best for candidates who want to feel part of a school community and who want to build up long-term working relationships with their students, and to see them develop.

Continuity is very important on a long-term assignment as students will become used to a certain teacher or teaching assistant and their style. Disruptions in this continuity can cause students to feel anxious and could have a detrimental effect on their learning and development.

When taking a long-term position, please make sure you are fully aware of the expectations and commitment expected of you from the school in question.

## Permanent Teaching Positions

Permanent means you are taking on a permanent role where you will be paid by the school rather than us as an agency. You can gain a permanent job by working on a long-term assignment through us and being taken on permanently or by going for an interview arranged by us and being offered a permanent role.

Curriculum Stage/School Type	Age	Year	Key stage
Pre-school	3 - 5	Play groups	Early Years Foundation Stage
Infant School	4 - 5 5 - 6 6 - 7	Reception Year 1 Year 2	1
Junior School	7 - 8 8 - 9 9 - 10 10 - 11	Year 3 Year 4 Year 5 Year 6	2
Secondary School	11 - 12 12 - 13 13 - 14	Year 7 Year 8 Year 9	3
Secondary School	14 - 15 15 - 16	Year 10 Year 11	4
A Levels	16+	A Levels	5 (Post 16)
Further Education	16 - 18+	FE Colleges	5 (Post 16)
High Education	18+	Colleges of HE and Universities	6

## Useful contact details

### Randstad Office Contact Details

<https://www.randstad.co.uk/job-seeker/ouroffices/education/>

Or call your local offices:

0845 600 1234

### Trade Unions

All teachers are strongly advised to join a trade union. Unions protect the conditions of work and rights of teachers and are increasingly offering a range of free services to support their members.

Association of Teachers and Lecturers:

[www.askatl.org.uk](http://www.askatl.org.uk)

The Voice Union:

<http://www.voicetheunion.org.uk/>

National Union of Teachers:

[www.nut.org.uk](http://www.nut.org.uk)

National Association of Schoolmasters/Union of Women Teachers:

[www.nasuwn.org.uk](http://www.nasuwn.org.uk)

## The school day

1. Sign the visitor's book on arrival and sign out when you leave the premises. (Even if you are on a long-term placement you must still sign in and out every day!) It is a health and safety requirement, but if a pay dispute arises over whether you were at a school on a particular day it is the first place a school will look.

2. Many schools will have their own guide for supply teachers. Your consultant will be able to give you a great deal of information about the school and what to expect. When you arrive at school you may also need to ask for the following:

- School timetable
- Your lesson to cover
- A map of the school (if it seems confusing)
- Any security codes, key fobs or passes you need
- Who to report to
- Registration assembly procedures
- Behaviour policy and general rules of discipline for pupils
- Playground duties/lunchtime duties and routines (always walk students out to recess and down to lunch)
- Who is responsible for health and safety
- Any additional events happening within the school that day that you need to be aware of
- Procedures for letting students go at the end of the day. Generally this will involve walking the students out and making sure they show you who is there to pick them up before they leave your side.

3. Mark work at the end of the day and leave the classroom as you found it. Sign your initials and write supply on all work. When adding comments please add in pencil so the class teacher can modify them if needed.

4. If there were any issues during the day please make sure Randstad is aware in case the school follows up with us in the evening. Many of the consultants are teachers and have excellent advice on what your best course of action should be.

### Primary School Day:

09.00 Registration  
09.10 School Assembly  
09.30 Literacy Hour  
10.30 Break-time  
10.45 Numeracy Hour  
11.45 Subject class  
12.15 Lunch  
13.30 Afternoon Registration  
13.35 Classes  
14.45 Break-time  
15.00 Classes  
15.30 End of school day

### Secondary School Day:

08.45 - 09.55 Lesson 1  
09.55 - 11.05 Lesson 2  
11.05 - 11.30 Break  
11.30 - 11.50 Registration  
11.50 - 13.00 Lesson 3  
13.00 - 13.50 Lunch  
13.50 - 14.55 Lesson 4  
14.55 - 16.05 Lesson 5

School Hours: Generally schools start between 8:30 am – 9:00 am Monday to Friday, and finish between 3pm – 3:30 pm. There is no school on Saturday or Sunday in state schools. Some independent schools have lessons on Saturday mornings.

## Absence Procedure

If you are ill or have to be absent from school for any reason, we ask that you inform your Randstad education consultant no later than 7:30 am on the first day of absence as a matter of urgency. This allows us to make alternative arrangements so that we can minimise any inconvenience to the school. We have a 24 hour on call service, so if you know in the middle of the night that you will be unable to go to school you can call and leave a message.

If you are calling outside of school hours please make sure to leave your name, school you were due to go to, the specific position to be covered (e.g. year 4 teacher), and the reason for your absence. We ask that you ring again before 8 am to ensure we have received your message.

If you are sick for more than one day make sure to call the office each night to let them know if you will be making it in the next day. This will help ensure continuity for your class.

Please call Randstad Education and never the school.

## Dress code

As many schools have strictly defined pupil uniform regulations they also have accepted standards of staff dress.

Most secondary schools require students to wear blazers so as a teacher you should be dressed similarly.

Primary schools tend to be dressed a little more casually as teachers are sitting on the ground and bending more.

For your first day in any school, dress to impress and look at what other teachers are wearing for a future reference.

The following items of clothing are inappropriate for working in schools:

- Jeans
- T-shirts
- Sweatshirts/tracksuits
- Low-necked tops/cropped tops
- Shorts/low rise trousers
- Over-the-knee boots/very high heels/flip flops/trainers
- Very short skirts • Elaborate jewellery
- Tattoos on display
- Dirty or paint splattered clothing

## Physical Contact with Pupils

Physical contact with pupils in school is a very sensitive subject. As a member of supply staff, you have the same rights and obligations as permanent members of staff. However, as a member of supply staff (who may not be familiar to pupils) you may be susceptible to people misinterpreting your actions and/or pupils making unfounded or mischievous allegations. Be aware of this potential and always follow this guide which is offered to assist you.

The general rule is to avoid pupil contact wherever possible. In that way your actions can never be misconstrued. However, there are situations where physical contact is necessary and there may be other situations where you cannot avoid physical contact.

Whilst the law allows reasonable force to be used in the cases of physical intervention, Randstad Education candidates should always operate within the policies and procedures for the individual school.

When intervening in a situation keep in mind the following rules:

1. Does the circumstances warrant it?
2. Is the degree of force proportionate?

## Professional Development:

Randstad has a suite of courses available for educators. Below are a few of the courses we recommend teachers take:

### Team-Teach training

Team-Teaching is a whole-setting, holistic approach to managing challenging behaviour.

Team-Teach provides candidates with a range of verbal and non-verbal de-escalation strategies as well as helping develop acceptable and authorised responses to disruptive, disturbing, angry and aggressive behaviours in a manner that maintains positive relationships and provides safety for all.

The training takes between 1-2 days and can be arranged through your local consultant.

### Child safeguarding training

There is an obligation for all adults working in schools to receive child safeguarding training. Randstad Education provides an 'e-module' for candidates to complete. This takes you through the basics of safeguarding and asks you, through a series of multiple choice questions, to look at a number of scenarios you might face in a school setting.

Contact your local consultant to set up e-training modules.

## Accommodation

There are many different styles of housing available in the UK, below are a few examples of housing and what you can expect.

### Shared Houses

Shared Housing is the cheapest option available. Like many people will have done in University, shared housing means you have your own bedroom and sometimes even your own bathroom and have a shared kitchen and living area. This is a great way to save up more money to put towards travelling as well as make friends quickly!

### Bedsits

If you don't want roommates but want to still keep your rent low, a bedsit is a great option. Generally this is still one room with a cooker and a fridge against one wall and the bed etc. on the other side of the room.

### Flats / Studios or One Bedroom Apartments

Generally you are responsible for all bills if you get an apartment on your own. If you are living in a smaller town or further north this can be an affordable option and provide you with more privacy.

### Tenancy Deposits

Many rental properties require deposits. The tenancy deposit law provides protection for tenants by stopping landlords and letting agents from unlawfully holding deposits. When you start a new tenancy agreement, pay your deposit to your landlord/agent as usual. Within 14 days, the landlord/agent is required to give you a deposit certificate and details about how your deposit is protected. The government has awarded contracts to the following companies to protect your deposit:

The Deposit Protection Service (DPS)

[www.depositprotection.com](http://www.depositprotection.com)

Tenancy Deposit Solutions Ltd (TDSL)

[www.mydesposits.co.uk](http://www.mydesposits.co.uk)

The Tenancy Deposit Scheme (TDS)

[www.thedisputeservice.co.uk](http://www.thedisputeservice.co.uk)



## Renting tips and tricks

1. Know the neighbourhood! Be sure to walk around the neighbourhood so you have a good idea of who lives there and if it is a place you feel you could live in.
2. Do your own research. Letting agents are paid for each placement, make sure you have looked up the area yourself and are not just trusting their word.
3. Check out [www.gumtree.com](http://www.gumtree.com) to get an idea of how much rent should be in different neighbourhoods. Gumtree is the same as Craigslist or Kijiji so be aware of scams!
4. Most landlords require a deposit equal to 6 week's rent
5. Make sure you have a tenancy inventory list so there is no argument over what they provided to you when you moved in.
6. If you are using an Agent make sure to ask them what their fees will be up front so you are not caught off guard when closing.

## Council Tax

Council taxes fund the services provided by the local government and applies to all domestic properties. Council tax is a property-based charge with one bill per household. Each dwelling is allocated to one of eight valuation bands A-H. You can check your band with the Valuation Office Agency at [www.voa.gov.uk](http://www.voa.gov.uk) There is a 25% discount for single occupants. Contact your landlord, local council or visit the Direct Government website for more information.

## Utilities

Prior to signing a lease, make sure you know if your bills are included in your rent. If you are renting an apartment they are often not included. Expect to have bills for water, electricity and gas. When you move into your apartment make sure to check the meters so you can double check with the utilities company that the former tenant paid up in full. If the utilities are shared between tenants make sure to draw up a contract so there is no question of who is responsible for what percentage.

## Telephone

Mobile plans in the UK work the same as they do in North America or Australia. There are pay as you go, month by month, and contract options. You will not be able to get a month by month or a contract until you have a bank account open and the card back. Once you do have a bank card we suggest getting a month by month plan or a contract rather than pay as you go. For long distance calls we suggest using services like Skype as it will save you money. Generally you only pay for outgoing and not incoming calls in the UK (but make sure to check with your service provider).

## Television and Internet

Service providers do have bundles available if you want a home phone, internet and TV. Make sure you are aware of any contract requirements and how much you would need to pay to get out of a contract if you ended it early. It is important to remember that you must pay a license fee in the UK should you decide to have a television in the household. You can be fined if you are found to be without a TV license (see [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk) for more information).

Useful Websites Council Tax

[www.direct.gov.uk](http://www.direct.gov.uk)

Utilities

[www.electricity-guide.org.uk](http://www.electricity-guide.org.uk)

[www.water-guide.org.uk](http://www.water-guide.org.uk)

[www.gas-guide.org.uk](http://www.gas-guide.org.uk)

TV Licence

[www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

Also available from the post office

TV, Cable & Satellite

[www.freeview.co.uk](http://www.freeview.co.uk)

[www.btvision.bt.com](http://www.btvision.bt.com)

[www.sky.com](http://www.sky.com)

[www.virginmedia.com](http://www.virginmedia.com)

Telephone & Internet

[www.aolbroadband.co.uk](http://www.aolbroadband.co.uk)

[www.bt.com](http://www.bt.com)

[www.o2.co.uk](http://www.o2.co.uk)

[www.vodafone.co.uk](http://www.vodafone.co.uk)

[www.skype.com](http://www.skype.com)

[www.talktalk.co.uk](http://www.talktalk.co.uk)

[www.virginmedia.com](http://www.virginmedia.com)

Food & Supermarkets

Aldi, Asda, Lidl, Marks and Spencer Morrisons Sainsbury Tesco, Waitrose

## National Insurance

To register for an NI Number call 0845 600 0643 and request a form. Make sure to let them know you are an Overseas Trained Teacher and have an address ready for them to mail it to. If you do not have a permanent address yet you are able to use your local offices address.

## Tax

You will have a P45 if you ever worked in the UK before; if you do have one you will need to bring it with you when you register. If you do not you will need to complete a P46; you should normally sign statement B on the P46 unless Randstad is not your main employer. You should never sign statement B for more than one employer as only one employer can assign you a tax code (if you have two employers you could be landed with a large tax bill at the end of the year)

## Tax Returns and Refunds

Taxes are submitted for each pay period, you should not need to file taxes at the end of the year. Most common wealth countries have a tax treaty with the UK so you do not need to claim any income earned in the UK in your home country. For more information on the tax treaty with your country visit <http://www.hmrc.gov.uk/taxtreaties/in-force/c.htm> If you only work for part of the year you may be entitled to a tax refund. Once you complete work you will receive a P45 and can then use that to fill out a P60 which allows you to claim any tax refund if it is due.

## Pay

Payment is made into your bank account on the Friday following the week worked. If the Friday is a bank holiday, payment is made the Thursday before. Rates of pay are agreed with your branch, and your days worked are confirmed weekly. Some schools use timesheets which you can complete and send through other schools will require that you phone your consultant every Friday before 6pm to confirm your hours. For your convenience we operate a payroll helpline for our supply workers and you can either call this number 01582 811 918 or contact your consultant.

## HM Inspector of Taxes

Tel: 0845 300 0628

East Hampshire & Wight Area, Lynx House, 1 Northern Road, Cosham, Portsmouth P06 3XA

## References vs. Statement of Service

Randstad is more than happy to provide you with a statement of service when you are heading home! Sadly as we do not witness you in the classroom we are not able to write a reference. If you are in a long-term position at a school, you should request a reference from them prior to leaving that position. References in the UK are not as detailed as in Canada so an example of a past reference may be beneficial if you are looking for a more detailed letter.

### To Register for Pay we need:

- Full name of account to be credited
- Bank/building society name and address
- Sort code (6 digits)
- Account number (8 digits)
- Building society reference number (if you are with a Building Society as opposed to a bank)

### The National Health Service

The public healthcare system in the UK is called the National Health Services similar to your provincial healthcare coverage. The NHS covers both medical and dental services. If you are eligible to stay and work in the UK for at least 6 months, you will be able to register with the NHS for free. Not all the services provided are free (although many are) for more information on what is covered by the NHS please check [www.nhs.uk](http://www.nhs.uk)

### Registering with a Doctor

To register with a doctor, you simply need to go to the NHS website and enter your postal code to see what GPs (doctors) are in your catchment area. Once you have found a GP you like the look of call them to set up a registration appointment. You will need to bring proof of your right to work to this appointment, as well as proof of your permanent address.

### Registering with a Dentist

To register with a dentist you do not need to fall within a catchment area. You can register with a dentist close to home or work! All you need to do is call the dentist and ask if they are an NHS practice, if they are, ask for an appointment.

### Emergency Healthcare

Emergency rooms are open all year round but not every hospital has an emergency room. You are able to walk into an emergency room at any time and receive treatment. Make sure to have your right to work in the UK (Visa or Passport) on you if are heading to emergency to make the visit as smooth as possible.

### Medical Travel Insurance

When leaving the UK to head to Europe or anywhere else, make sure you have additional coverage. This can be arranged through your bank in many cases but there are also many quick ways to secure insurance online. Be careful in your first 6 months in the UK as many insurance policies will have a 6-month residency policy included.

<https://www.insureandgo.com/>

<http://www.postoffice.co.uk/travelinsurance>

<http://www.moneysupermarket.com/travel-insurance/>

## Useful Websites

National Health Service

[www.nhs.uk](http://www.nhs.uk)

Prescription Pricing Authority

[www.ppa.org.uk](http://www.ppa.org.uk)

Department for Health

[www.dh.gov.uk](http://www.dh.gov.uk)

## Travel Tips

1. Make sure you have travel insurance
2. Check vaccination and preventative medicine for where you are traveling
3. Make sure a loved one has a copy of your itinerary
4. Have copies of your important documents in a different place in your luggage in case you lose the originals
5. Research the country you are going to and ensure you know of any regulations that may apply to you
6. Adhere to travel warnings

Have further questions? Get in touch with us:

[www.randstad.co.uk/job-seeker/our-offices/education/](http://www.randstad.co.uk/job-seeker/our-offices/education/)

0845 600 1234