

## Checking teachers' details online

Use the GTC's Employer Access service to view the registration, qualifications and restriction status of teachers in your school.

[www.gtce.org.uk/employeraccess](http://www.gtce.org.uk/employeraccess)

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# Introduction

## Employer Access: the GTC's free online checking service

Employer Access is a free service available through the GTC website, which lets you check online the registration, qualification and restriction status of all teachers.

You can use the service to also access the GTC record of disciplinary decisions.

This service is in line with the Government's *Safeguarding children and Safer Recruitment in Education* guidance.

The address is  
[www.gtce.org.uk/employeraccess](http://www.gtce.org.uk/employeraccess)

By using Employer Access, you can view and print off a list of all teachers who are recorded as being employed by your school on the GTC register. At a glance you will be able to check the following:

- Qualified Teacher Status (QTS)
- GTC Registration Status
- any restrictions – such as suspensions or prohibitions from teaching.

You can also view additional details for an individual teacher such as:

- initial teacher training qualifications (such as PGCE etc);
- induction;
- advanced skills;
- National Professional Qualification for Headship;
- graduate qualifications (such as BA, B.Ed, BSc etc); and
- Teacher Learning Academy.

Please note:

- Using the service does not exempt you from the other checks you have to make for teaching and non-teaching staff; for example CRB, ISA Vetting and Barring scheme and identity and health checks.
- It only holds details about teachers, and does not include other people in the local authority workforce.
- For security and maintenance reasons the online service is only available to users from Monday to Friday, between 9:00am and 5:00pm.

# 1. Register your school to use the system

In order to use the Employer Access service you need to register your school with the system. The General Teaching Council for England (GTC) will provide two unique code numbers to use when registering your organisation.

## Step 1

Log on to the Employer Access welcome page ([www.gtce.org.uk/employeraccess](http://www.gtce.org.uk/employeraccess)) and **click on the register new organisation arrow.**

**New organisations arrow**

**GTC**  
General Teaching Council  
for England

**EmployerAccess**

Welcome to the GTC Employer Access service.  
Welcome to the members' login area.

Home  
Help  
Contact

**Login**  
To access the members' area you need to log in. New organisations will first need to register for the service. Please click the blue arrow below.

**Register New Organisation**

If you are a new user for a registered organisation please click on the green arrow below.

All fields are mandatory unless otherwise stated.

Username:

Password:

**Log in**   **New User**

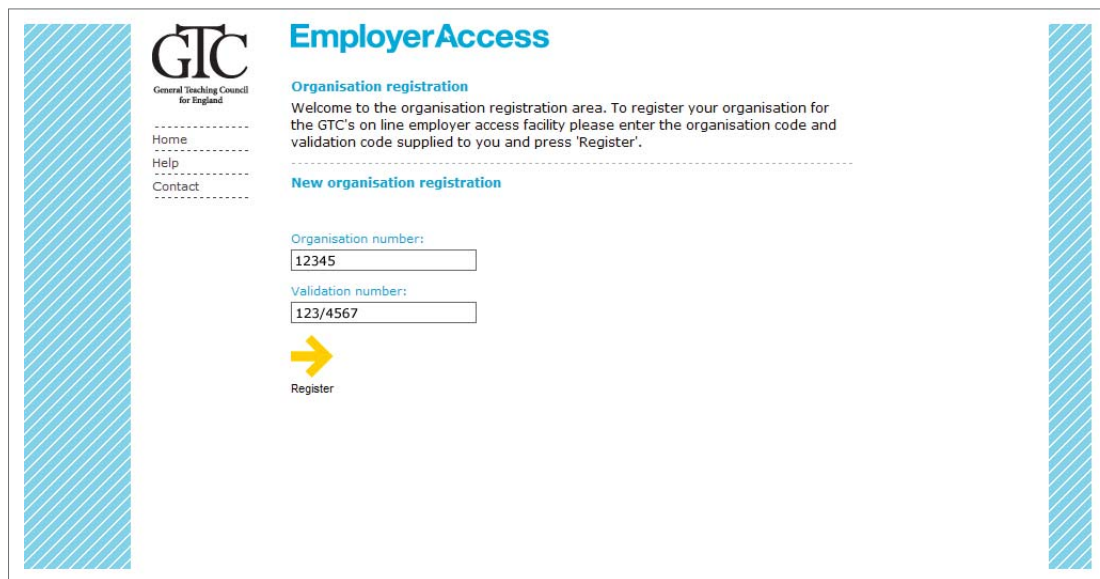
[Forgotten your password?](#)

Availability of Service: The Employer Access service is available for use from 09.00 to 17.00, Monday to Friday.

**Privacy Statement**  
The General Teaching Council for England (GTC) is a data controller under the terms of the Data Protection Act 1998. The personal data available through this interface is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation.

## Step 2

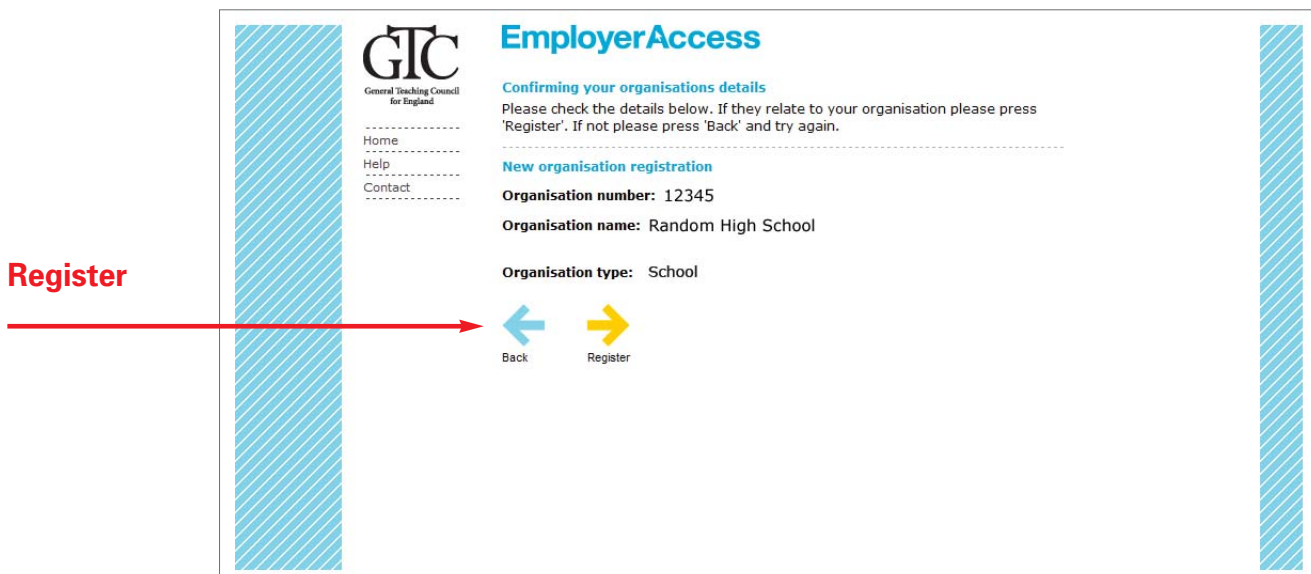
- Enter your school's unique organisation number.
- Enter your school's validation number, using this format: XXX/XXXX (including the forward slash).
- Click the **'Register'** button.



The screenshot shows the GTC EmployerAccess registration page. On the left is a navigation menu with links for Home, Help, and Contact. The main heading is "EmployerAccess". Below it, the "Organisation registration" section provides instructions: "Welcome to the organisation registration area. To register your organisation for the GTC's on line employer access facility please enter the organisation code and validation code supplied to you and press 'Register'." Underneath, the "New organisation registration" section contains two input fields: "Organisation number:" with the value "12345" and "Validation number:" with the value "123/4567". A yellow arrow button labeled "Register" is positioned below the input fields.

## Step 3

Your school's details will appear on screen. If the details are correct click the **'Register'** button to continue.




The screenshot shows the GTC EmployerAccess registration page with the "Confirming your organisations details" section. It displays the following information: "Organisation number: 12345", "Organisation name: Random High School", and "Organisation type: School". Below this information are two buttons: a blue "Back" button and a yellow "Register" button. A red arrow points from the word "Register" on the left towards the yellow "Register" button.

## Step 4

Enter your personal details, confirm the number of users your school will require and accept the Terms and Conditions before clicking on the **'Register'** button.

You must enter your business (work) email address. The system will require all other users from your school to have the addresses with the same email domain. However, if other users in your school, or acting on behalf of your school, do use an alternative email domain this will need to be entered in the 'Alternative email domain' address. For reference the email domain is blue in this example: user@domain.com



General Teaching Council  
for England

Home  
Help  
Contact

## EmployerAccess

### Organisation registration

To complete the registration, please enter your personal details and accept the terms and conditions. Once you have completed the registration you are able to instruct other users at your organisation to register as users of the service up to the maximum number detailed on this page (including yourself)

### New organisation registration

All fields are mandatory, with the exception of the Alternative email domain fields.

First name:

Last name:

Please supply your business (work) email address, e.g joe.bloggs@stmildreds.notts.school.uk. All users from your organisation must provide emails with the same domain.

Email address:

Confirm email address:


The number of users below is the maximum allowed for your organisation type. If you want to restrict access to less than this number (including your own), please enter the reduced number below.

Number of users:

Complete this part of the form only if users in your organisation will have a different email domain to yours. For example, if you are a school or local authority that outsources its HR function, you may want that provider to use the Employer Access service on your behalf. For example, if an email address at your HR provider is joe.bloggs@xyz.org.uk, then you would enter 'xyz.org.uk' in the box, ie everything after the @

Alternative email domain:

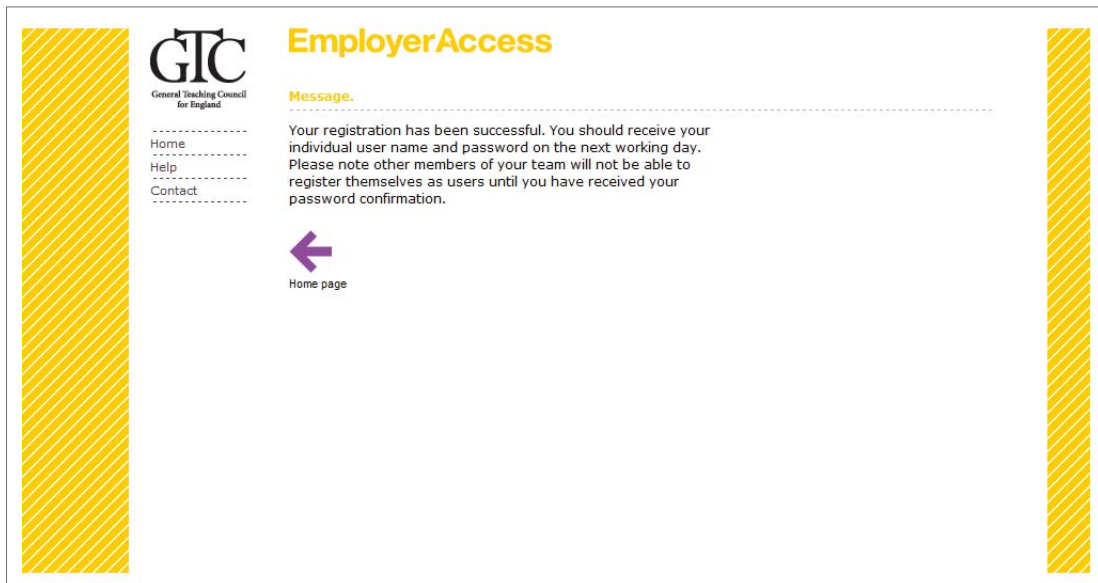
Confirm alternative domain:

  
Register

Terms and conditions: please tick to accept

## Step 5

When the process is complete you will receive a confirmation message. An email will be sent to you on the next working day providing your user name and password.



The screenshot shows a confirmation page for Employer Access. On the left, there is a vertical yellow bar with diagonal lines. To its right is the GTC logo (General Teaching Council for England) and a navigation menu with links for Home, Help, and Contact. The main heading is "Employer Access" in yellow. Below it, a "Message" section contains the text: "Your registration has been successful. You should receive your individual user name and password on the next working day. Please note other members of your team will not be able to register themselves as users until you have received your password confirmation." At the bottom of the message, there is a purple arrow pointing left and the text "Home page". A second vertical yellow bar with diagonal lines is on the right side of the page.

## 2. Register an individual to use the system

After you register your school with the Employer Access service, you will receive an email confirmation. On your instruction, other individual users from your school (such as school secretaries, bursars, governors or staff with a specific and delegated HR function) may then register themselves with the service.

### Step 1

Log on to the Employer Access welcome page [www.gtce.org.uk/employeraccess](http://www.gtce.org.uk/employeraccess) and click on the green 'New User' Arrow.

**GTC**  
General Teaching Council  
for England

Home  
Help  
Contact

### EmployerAccess

Welcome to the GTC Employer Access service.  
Welcome to the members' login area.

**Login**  
To access the members' area you need to log in. New organisations will first need to register for the service. Please click the blue arrow below.

**Register New Organisation**  
If you are a new user for a registered organisation please click on the green arrow below.  
All fields are mandatory unless otherwise stated.

Username:

Password:

**Privacy Statement**  
The General Teaching Council for England (GTC) is a data controller under the terms of the Data Protection Act 1998. The personal data available through this interface is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation.

**New User**

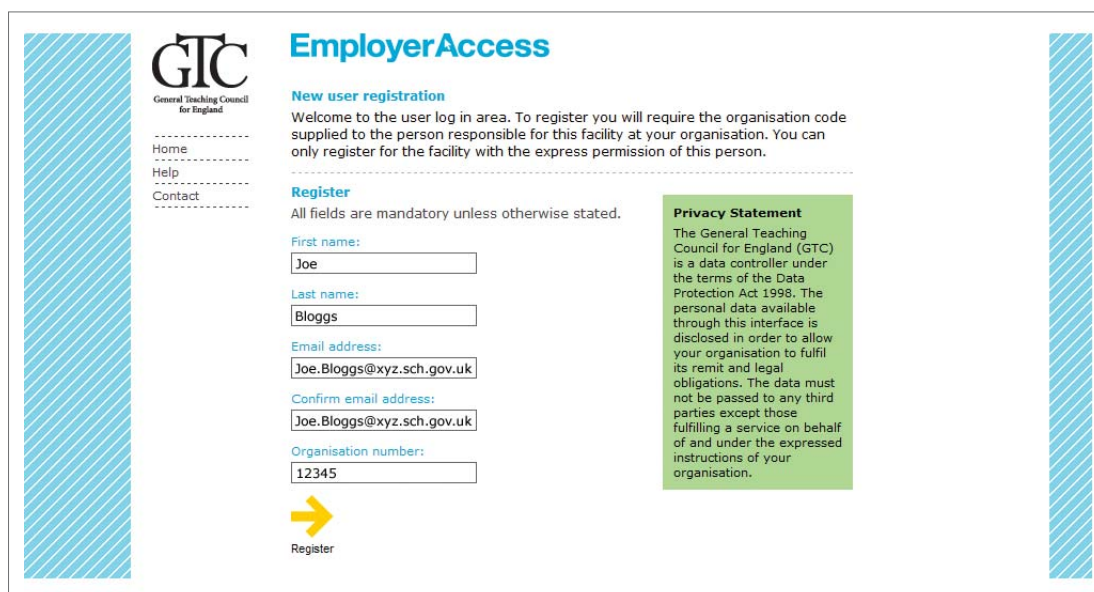
Log in    New User

[Forgotten your password?](#)

Availability of Service: The Employer Access service is available for use from 09.00 to 17.00, Monday to Friday.

## Step 2

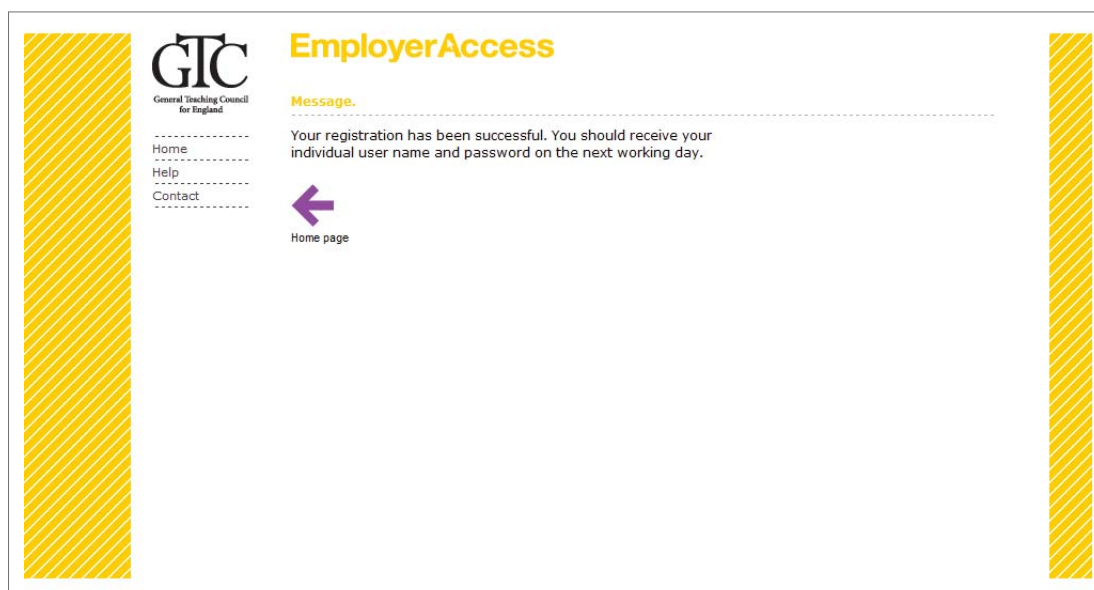
Enter the personal details and the school's unique organisation number and click on the **'Register'** button. Remember – the school's organisation number is provided in the letter that came with this booklet.



The screenshot shows the 'EmployerAccess' registration page. On the left is a navigation menu with 'Home', 'Help', and 'Contact'. The main content area is titled 'EmployerAccess' and 'New user registration'. It includes a welcome message, a 'Register' section with a note that all fields are mandatory, and a 'Privacy Statement' box. The registration form contains the following fields: First name (Joe), Last name (Bloggs), Email address (Joe.Bloggs@xyz.sch.gov.uk), Confirm email address (Joe.Bloggs@xyz.sch.gov.uk), and Organisation number (12345). A yellow arrow button labeled 'Register' is at the bottom.

## Step 3

When the process is complete you will receive a confirmation message. An email providing you with your username and password will be sent to you on the next working day.



The screenshot shows the 'EmployerAccess' confirmation message page. The navigation menu on the left is the same as in Step 2. The main content area is titled 'EmployerAccess' and 'Message'. It contains a confirmation message: 'Your registration has been successful. You should receive your individual user name and password on the next working day.' A purple arrow button labeled 'Home page' is at the bottom.

### 3. View an individual teacher report

You can view the personal record of any teacher held on the GTC's database (but please note that by law you are only entitled to check those employed at your school and those you are considering whether to employ). An Individual Teacher Report will provide information on the teacher's registration status, QTS, induction status, qualifications and any restrictions or barrings.

#### Step 1

Log in to the Employer Access service using your user name and password. Enter the:

- teacher reference number (sometimes known as a DfES or DCSF number);
  - surname; and
  - date of birth
- of the teacher you wish to check.


Click on the purple **'Submit'** arrow.

The screenshot shows the GTC Employer Access interface. On the left is a navigation menu with links for Home, Manage Account, Help, and Contact, along with Logout and Help buttons. The main content area is titled 'EmployerAccess' and includes a welcome message and a 'Get Record of GTC Disciplinary Decisions' link. Below this is a section for 'Single school report for random Primary School - 2020' with a purple 'Submit' arrow. The 'Individual teacher report' section is highlighted with a red dashed border and contains a form with the following fields: 'Teacher Reference Number' (1234567), 'Last name' (Bloggs), and 'Date of birth' (01/01/1950). A red arrow points to the 'Submit' button at the bottom right of this form. A 'More News' link is also visible on the right side of the page.

**Submit**

## Step 2

The Individual Teacher Report will be displayed on screen.



General Teaching Council  
for England

Home  
Help  
Contact

Logout

Help

## EmployerAccess

Individual person report for Teacher Name (TRN 000000)

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**Teacher Details**

<b>Teacher Name:</b>	Surname, First names
<b>TRN:</b>	1234567
<b>Date of Birth:</b>	DD/MM/YYYY
<b>QTS:</b>	Yes, DD/MM/YYYY
<b>Registered:</b>	No
<b>Restrictions:</b>	Active(1)
<b>OTT Start Date:</b>	Not Held

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**Induction Details**

**Induction Status Details:**

Completion Date	Induction Status
	Pass

**Induction Result Details:**

Appropriate Body	Start Date	End Date	No Of Terms	Reason For Leaving
Town LA	DD/MM/YYYY	DD/MM/YYYY	Not Held	Not Held

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**Employment qualifications**

Advanced skills teacher	NPQH Awarded	NPQH Date	Teacher Learning Academy
Date Passed: Not Held	Yes	DD/MM/YYYY	<a href="#">Click here for details</a>

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**ITT qualifications**

Establishment	Qualification	Result	Class/Division	Age Range	Subject 1	Subject 2
University name	Postgraduate Certificate in Education	Pass	Not Held	07-14	General Topics In Education	Not Held

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**Degree qualifications**

Year	Class description	Qualification description	Establishment	Subjects
YYY	Undivided second class honours	400 First Degree	Not Held	History,English

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**Restriction details**

Restrictions: Active(1)

**Active Restrictions:**

Start date	End date	Restriction type	Details
DD/MM/YYYY	DD/MM/YYYY	A1a - Prohibition Order - unacceptable professional conduct - Ineligible to reapply	

**Spent Restrictions:**

Start date	End date	Restriction type	Details
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**Teacher Learning Academy**

**PARTICIPATIONS:**  
Not Held

**RECOGNITIONS:**

Recognition Stage	Recognition Date
Not Held	Not Held

## 4. View records of teachers in your school

You can view a registration report on all known teachers employed within your school. For each teacher, the report will tell you whether they:

- are currently registered with us;
- have been awarded Qualified Teacher Status; and
- have any active or spent disciplinary restrictions or barrings.

The list can be kept up to date by adding a teacher record – see the next section.

### Step 1

Log in to the Employer Access service using your username and password. Click on the purple **'Submit'** arrow next to your school name.

**Submit**

**GTC**  
General Teaching Council  
for England

Home  
Manage Account  
Help  
Contact

Logout

Help

### EmployerAccess

Welcome to Employer Access for Schools

In this area you can search for reports on any individual teacher, or access a list of teachers at your school. Teachers working at your school but not appearing on the school list can be added to the school by using the 'add' functionality on the individual teacher report. Teachers appearing on your school list but who are not working at the school can be removed by using the 'remove' functionality on the school list. You can also find out what is going on in the GTC and get the latest record of GTC disciplinary decisions.

Get Record of GTC Disciplinary Decisions. Issue: 27 Sep 2007

**Featured News**  
New Test News Item Title  
4 - 26 May 2007

**More News**

**Single school report for random Primary School - 2020**

View a report on the registration status of known employees at your school

**Submit**

**Individual teacher report**

To obtain a report on the registration status of a known teacher please enter the teacher reference number, last name and date of birth of the teacher. Use the 'Submit' arrow below to start the report.

Teacher Reference Number  
1234567

Enter the teacher's individual teacher reference number as a 7 digit number (including leading zeros) e.g. 0123456

Last name  
Bloggs

Date of birth  
01/01/1950

Enter date in dd/mm/yyyy format.

**Submit**

## Step 2

A School Report will be displayed on screen. It is possible to view any of the listed teachers' Individual Teacher Reports by clicking on their surnames.

**GTC**  
General Teaching Council  
for England

Home  
Help  
Contact

**EmployerAccess**

**Single School Report**  
Your search of **St Cuthberts RC Junior and Infant (NC) School - 3386** has found 15 known employees. Select a teacher to see more details about them.

Viewing 15 teacher records  
Go to last record

No.	Last name	Forenames	TRN	Date of Birth	QTS	Registered	Registration Category	Restriction	Remove
1	Surname	Name, Name	000001	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
2	Surname	Name, Name	000002	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
3	Surname	Name, Name	000003	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
4	Surname	Name, Name	000004	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
5	Surname	Name, Name	000005	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
6	Surname	Name, Name	000006	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
7	Surname	Name, Name	000007	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
8	Surname	Name, Name	000008	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
9	Surname	Name, Name	000009	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>
10	Surname	Name, Name	000010	DD/MM/YYYY	YES	YES	FULL	NO	<input type="checkbox"/>

No.	Registration Category	Registration Category Short Name
1	Qualified Teacher	FULL
2	Provisional - Instructor	INSTRUCTOR
3	Provisional - OTT	OTT
4	Temporary Provision	TEMP PROV
5	Provisional - Trainee	TRAINEE
6	Unknown	UNKNOWN

Viewing 15 teacher records  
Go to first record

Date Last Verified

Please press the 'Verified' button to confirm that your School report is up-to-date.

Find out more about the GTC's registration requirements for teachers on the website: [www.gtce.org.uk/registration](http://www.gtce.org.uk/registration)

# 5. Add a teacher record

If the School Report does not contain all the teachers currently employed at your school you can add new teachers to the report.

## Step 1

Locate the Individual Teacher Report for the teacher you wish to add to your School Report by entering their teacher reference number, surname and date of birth. Click on the **'Add Teacher'** button.

**Add teacher** →

The screenshot shows the 'EmployerAccess' interface for the General Teaching Council for England. It displays an individual person report for a teacher with TRN 0000001. The interface includes a sidebar with 'Logout' and 'Help' buttons, and a main content area with 'Teacher Details' and 'Induction Details' sections. A red arrow points from the text 'Add teacher' to the 'Add Teacher' button.

**EmployerAccess**  
Individual person report for Name (TRN 0000001)

Home  
Help  
Contact

Logout  
Help

Add Teacher Print this page Back

**Teacher Details**

Teacher Name:	Surname Forenames
TRN:	0000001
Date of Birth:	DD/MM/YYYY
QTS:	Yes, 01/08/1966
Registered:	No
Restrictions:	No
OTT Start Date:	Not Held

**Induction Details**

Induction Status Details:		Induction Status	
Completion Date	Not Held	Induction Status	Exempt
Induction Result Details:		Start Date	End Date
Appropriate Body		No Of Terms	Reason For Leaving

## Step 2

Confirm the start date and click **'Submit'**.

The screenshot shows the 'EmployerAccess' interface for adding a teacher. On the left is a navigation menu with 'Home', 'Help', and 'Contact' links, and 'Logout' and 'Help' buttons. The main content area is titled 'Adding Teacher to my school' and contains a table with the following columns: No., Last name, Forenames, TRN, Date of Birth, and Started. The first row contains the following data: '1', 'Surname', 'Name', '0000001', 'DD/MM/YYYY', and a date input field with the placeholder 'DD/MM/YYYY' and a note 'Enter date in dd/mm/yyyy format.'. A purple arrow button labeled 'Submit' is located to the right of the table.

No.	Last name	Forenames	TRN	Date of Birth	Started
1	Surname	Name	0000001	DD/MM/YYYY	<input type="text" value="DD/MM/YYYY"/> <small>Enter date in dd/mm/yyyy format.</small>

## Step 3

A confirmation message will appear. The teacher's employment details will be updated on the GTC's database and their details will appear on your School Report by the next working day.

The screenshot shows the 'EmployerAccess' interface after a teacher has been successfully added. The main content area is titled 'Added Teacher to my school' and contains a confirmation message: 'Teacher has been successfully added to your school. This teacher will appear in your school list on the next working day.'. A purple arrow button labeled 'Main Menu' is located to the left of the message. The navigation menu on the left remains the same as in the previous screenshot.

## 6. Remove a teacher record

Teachers who appear on your school report who are no longer employed in your school can be removed from the list by using the 'Remove' teacher option.

### Step 1

Open the School Report; tick the **'Remove'** box located on the line of the teacher you wish to remove and then click the **'Remove Teacher'** button.

Remove  
teacher

**EmployerAccess**

**Single School Report**

Your search of St Cuthberts RC Junior and Infant (NC) School - 3386 has found 15 known employees. Select a teacher to see more details about them.

Viewing 15 teacher records

Go to last record

Remove Teacher Back Print this page

No.	Last name	Forenames	TRN	Date of Birth	QTS Registered	Registration Category	Restriction	Remove
1	Surname	Name, Name	0000001	DD/MM/YYYY	YES YES	FULL	NO	<input checked="" type="checkbox"/>
2	Surname	Name, Name	0000002	DD/MM/YYYY	YES YES	FULL	NO	<input type="checkbox"/>

### Step 2

Confirm the last date of employment and click **'Submit'**.

**EmployerAccess**

**Removing teacher from my school**

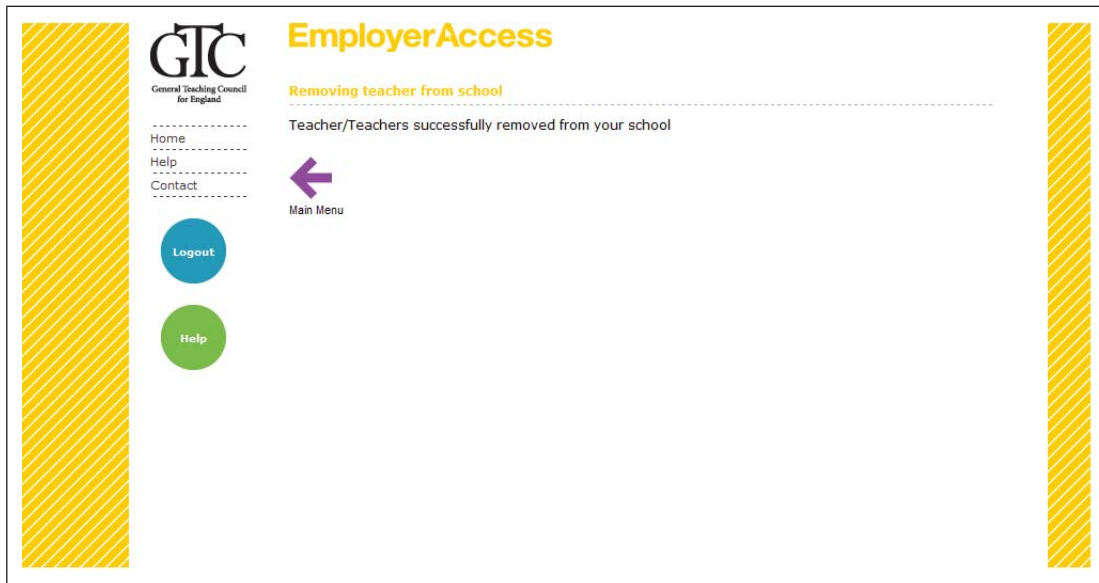
No.	Last name	Forenames	TRN	Date of Birth	Date of last Employment
1	Surname	Name	0000001	DD/MM/YYYY	DD/MM/YYYY

Enter date in dd/mm/yyyy format.

Submit

### Step 3

A confirmation message will appear. The teacher's employment details will be updated on the GTC's database and their details will be removed from your School Report by the next working day.



## 7. View the record of disciplinary decisions

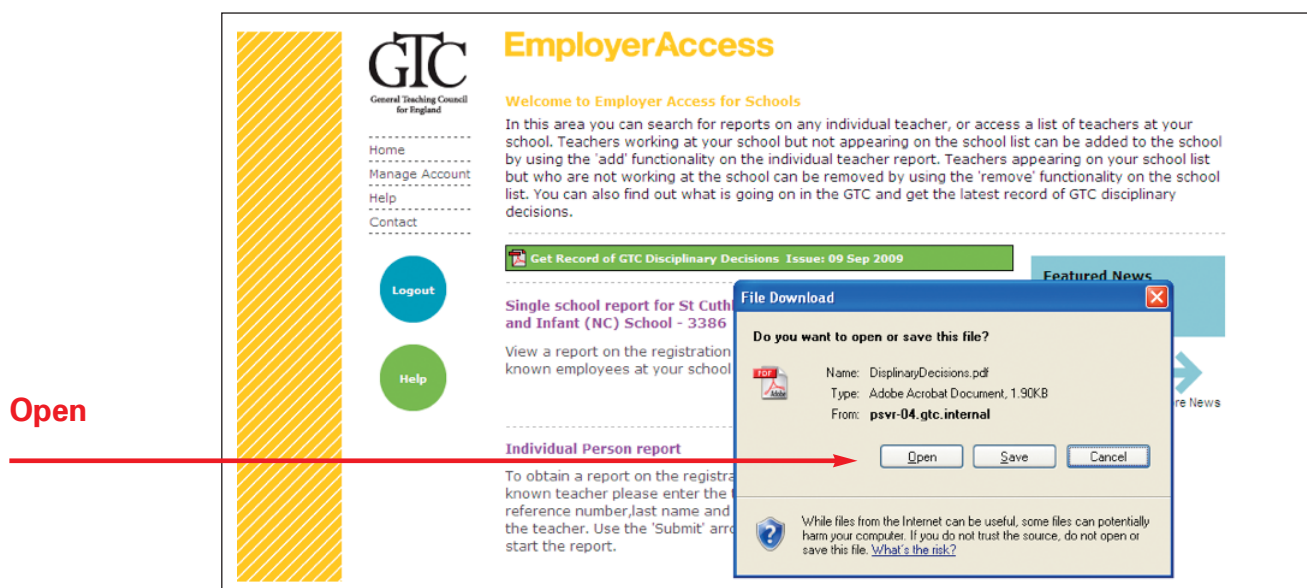
You can use the Employer Access system to look at the GTC's record of disciplinary decisions.

### Step 1

To access the record on the system you must log into the Employer Access service, go to [www.gtce.org.uk/employeraccess](http://www.gtce.org.uk/employeraccess). Enter your user name and password and click the yellow 'Log in' arrow.

Once logged in you will see a green box towards the top of the screen with the text 'Get record of GTC disciplinary decisions'.

Click the text within the box and you will get a download dialog box like the one in the image below. Click the 'Open' button to view the file.



### Note:

The record of disciplinary decisions is a PDF file. You will need to have Adobe Acrobat reader installed on your computer in order to read the file.

If you do not have Adobe Acrobat reader installed on your computer you can download it from <http://www.adobe.com/products/acrobat/readstep2.html>.

# Glossary of Terms used in EA online reports

## Qualified Teacher Status (QTS)

The **QTS** field indicates whether a teacher has been awarded QTS. All EA online reports will indicate if a teacher has QTS by displaying the value 'Yes'. On individual Teacher Reports this value will be followed by the date on which QTS was awarded.

QTS is awarded by the General Teaching Council for England (GTC) once a teacher has been assessed as meeting the Standards for the Award of Qualified Teacher Status by an accredited training provider. A person must have QTS if they wish to work as a qualified teacher in maintained schools and non maintained secondary schools in England.

## Registered/Registration Category

The **'Registered'** field indicates whether a person is currently registered with the GTC. Where a record is registered (value of 'Yes' is displayed) the report will also display a Registration Category. The Registration Category provides information on the type of registration a record has. If a record displays a category of 'Qualified Teacher' the person has Full Registration with the GTC. If a record displays a category beginning with the word 'Provisional' the person has provisional registration with the GTC. No category is displayed if a person is not registered.

## Restrictions

The restriction field indicates whether a record has any restrictions, including GTC disciplinary sanctions, which will affect their ability to register with the GTC or work in the maintained sector. GTC Disciplinary sanctions are displayed even when they are no longer in effect. The restriction field will display one of three values:

**'No'** – record has no restrictions

**'Active'** – Record has one or more active restrictions present

**'Spent'** – Record has one or more spent restrictions present. Please note, spent restrictions will not affect the eligibility of a teacher to register with the GTC.

Specific details of a restriction can be viewed on the Individual Teacher report.

## Induction

Since 07 May 1999, after achieving QTS all Newly Qualified Teachers working in maintained schools and non maintained special schools must complete a mandatory induction year. Failure to pass the induction year makes a teacher ineligible to register with the GTC and work in maintained schools and non maintained special schools.

The Individual Teacher Report provides information on whether a person has passed induction, when they have passed and where they completed each term of induction.

## Advanced Skills Teacher

The Individual Teacher Report will indicate whether a record has achieved the status of advanced skills teacher.

## NPOH

The National Professional Qualification for Headship. This qualification is now a requirement for all new head teachers. The Individual Teacher Report will indicate if a teacher has been awarded the NPOH and show the date it was awarded.

## ITT Qualification

Initial Teacher Training qualification. The ITT qualification is the accredited teacher training course or programme completed by the teacher that led to the award of QTS (PCCE, B.Ed, GTP etc). This section of the Individual Teacher Report displays the details of the programme completed.

## Degree Details

Teaching is now a graduate profession. The Degree details section of the Individual Teacher Report will display information held by the GTC on a teacher's graduate qualifications.

## TLA

Teacher Learning Academy. The TLA provides a Continuing Professional Development (CPD) framework which enables teachers to gain professional recognition from their peers for their learning and work in classrooms. It is a professional community of teachers, schools and other organisations. It is led by the GTC, delivered with Cambridge Education. Details of a teacher's involvement with TLA are displayed on the individual teacher report.

## Incorrect Information

If any of the data displayed on a report appears to be incorrect the teacher affected will need to contact the GTC directly in order to resolve the issue. They can contact us either by telephone on 0370 001 0308 or by email at [info@gtce.org.uk](mailto:info@gtce.org.uk)

# Requirements for full and provisional registration

## Full registration

Full registration is a requirement for all qualified teachers employed to teach in maintained schools, non maintained secondary schools or Pupil Referral Units.

By 'teach' we mean:

- Planning and preparing lessons and courses for pupils;
- delivering lessons to pupils; and
- assessing or reporting on the development, progress and attainment of pupils.

The requirement to register applies to full-time, part-time and supply teachers.

## Provisional Registration

Provisional Registration is a requirement for trainee teachers, instructors and unqualified Overseas Trained Teachers.

## Trainee Teachers

Anyone commencing a course of initial teacher training (ITT) in England leading to the award of QTS must be provisionally registered with the GTC.

## Instructors

Since 01 September 2009 all instructors employed in maintained schools, non maintained special schools and pupil referral units in England must be provisionally registered with the GTC.

An instructor is an unqualified teacher who is appointed to teach in a school. Instructors should only be appointed if no suitable qualified teacher is available to take the post. Instructors should only be employed for such a period where no suitable qualified teacher or teacher on the employment based teacher training scheme is available for appointment.

By 'teach' we mean:

- Planning and preparing lessons and courses for pupils;
- delivering lessons to pupils; and
- assessing or reporting on the development, progress and attainment of pupils.

## Overseas Trained Teachers (OTTs)

Since 01 September 2009 all OTTs without QTS employed to teach in maintained schools and non maintained secondary schools must be provisionally registered with the GTC.

By 'teach' we mean:

- Planning and preparing lessons and courses for pupils;
- delivering lessons to pupils; and
- assessing or reporting on the development, progress and attainment of pupils.

The requirement to register applies to full-time, part-time and supply teachers.

An OTT is a teacher qualified in a country outside of the UK. OTTs can work for up to four years as an unqualified teacher in schools in England without the need to gain QTS.

The four year period begins on the day they commence a teaching post and expires four calendar years later. It is not based on years of service. Provisional registration for OTTs automatically ceases once the four years have passed.





## **Employer Access Guide**

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