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| **SHARED SERVICES CENTRE USE ONLY** | **APPOINTMENT OF A TEACHER** **(INCLUDING SUPPLY)****TSS1 – Part A** | ***Derbyshire County Council logo.*** |
| **SAP No.** |  | **Checked By** |  |
| **File Log** |  | **A&I Check** |  |
| **CRB Issued** |  | **Med Issued** |  |
| **CRB Clear/Port** |  | **Med Clear** |  |
| **NQT Notification** |  | **QTS** |  |
| **Contract** |  | **Section 1** |  |
|  |
| **This section is to be completed by the School** |
| ***The successful candidate must be informed that the offer of employment is subject to satisfactory pre-employment checks. Failure to complete all information may result in delay of payment.*** |

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| **School** |  | **School DfE no** |  |
| **Appointment Details** |
| **Title** | **Mr** |  | **Mrs** |  | **Miss** |  | **Ms** |  | **Dr** |  | **Other (specify)** |  |
| **Initial(s)** |  |  |  |  |  | **Forename(s)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Job Title** | **Headteacher** |  | **Assistant Headteacher** |  | **Deputy Headteacher** |  | **Teacher** |  |
| **Other specify** |  |

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| **Name of previous post holder** |  |
|  |
| **Does this job purely relate to extended or ‘wraparound’ services** | **Yes / No** |
|  |
| **Start date for this appointment** |  | **First date of appointment with this school** |  |
| **Date Med 1 issued by school** |  |  |
| Please note it is schools responsibility to verify evidence of continuous service. Dates will be incorporated into the employee’s contract. |
| **Date first commenced continuous service with DCC (without a break in service)** |  | **Date first commenced continuous service in Local Government (without a break in service)** |  |
| **Currently employed by DCC** | **Yes / No** | **If Yes please provide** **payroll number (s)** |  |

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| **Has this employee obtained Qualified Teacher Status (QTS) to teach in England & Wales?** | **Yes / No** |
| **Has this employee obtained Qualified Teacher Learning and Skills (QTLS) to teach in England & Wales?** | **Yes / No** |
| **Has this employee obtained Early Years Teacher Status (EYTS) to teach in England & Wales?** | **Yes / No** |
| **Is this employee an Early Career Teacher (ECT)? If yes, is this their first or second year of teaching?** | **First / Second / NA** |

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| **To register your ECT for their statutory Induction period you may wish to use the Derbyshire Appropriate Body service. This can be done by registering here:** [**https://derbyshire.nqtmanager.com/Login.aspx**](https://derbyshire.nqtmanager.com/Login.aspx) **For further information please contact** **NQT.Mailbox@derbyshire.gov.uk****”** |

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| **Established** |  | **Supply** |  | **Fixed Term\*** |  | **Fixed term end date\*** |  |
| \*fixed term enter the date or approximate date of termination & select one of the following reasons for temporary appointment |
| **Pending staffing review** |  | **Pending established appointment** |  | **Fluctuating pupil nos.** |  |
| **Maternity/Sickness cover** |  | **Name of employee covering** |  |
| **Additional funding** |  | **Detail funding** |  |
| **Other** |  | **Please state** |  |

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| **Full Time** |  | **Part Time** |  | **FTE (e.g. PT contract 0.5fte)** |  |

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| Following the introduction of changes to teachers pay from 1st September 2013, please note that the scale points shown below reflect Discretionary Reference Points for each pay range as set out in the Council’s model Teacher’s Pay Policy. Please tick the appropriate box(es) to indicate the make-up of Annual Salary Rate for this post at the date of commencement |
|  |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **6A** |
| **Qualified Teachers** | **Main Pay Scale** |  |  |  |  |  |  |  |
| **Upper Pay Scale** |  |  |  | You must have seen relevant evidence to substantiate payment |
| **T.L.R. Allowance**  |  |  |  | **T.L.R. Amount**  | **£** |
| **Fixed Term (TLR3)** | **From** | **To** |
|  |  |
| **S.E.N. Allowance** |  |  |  |
| **Other Allowance (please specify)** | **£** |
|  |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Unqualified Teachers Scale** |  |  |  |  |  |  |
| **Leadership** |  | **Spine point at commencement** | **Individual School Range (ISR)** | **Point range** |
| **From** | **To** |
| **Headteacher** |  |  |  | **7** |
| **Deputy Headteacher** |  |  |  | **5** |
| **Assistant Headteacher** |  |  |  | **5** |
|  |
|  | **Reference point at commencement** | **Salary Range** |
| **From** | **To** |
| **Leading Practitioner** |  |  |  |

**Origin Information & QTS Status Route**

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| To be completed for those who have already obtained QTS or QTLS. ***Please tick one box only*** confirming what the teacher was doing prior to taking up this post. |
| **Origin** | ***Please tick*** |  | ***Please tick*** |
| 1st Employment in Teaching – not immediately after training | 1STAFT |  | 1st Employment in Teaching – Employment based teacher training | 1STEBR |  |
| 1st Employment in Teaching – Immediately after training | 1STIMM |  | Non-Education Employment – Other Employment | EMPOTH |  |
| Non-Education Employment – Public Sector | EMPPUB |  | Non-Education Employment – Self-Employment | EMPSLF |  |
| Break for family reasons | FAMBRK |  | Not Applicable – Change of Contract | NOTAPP |  |
| Not Known | NOTKNW |  | Other Break | OTHBRK |  |
| Other Education post in England or Wales | OTHEDU |  | Other | OTHERR |  |
| Other Education post outside the UK | OTHFOR |  | Other Education post in Scotland or Northern Ireland | OTHSNI |  |
| Teaching post within a 6th Form College in England or Wales | TCH6TH |  | Teaching post with a University, FE/HE college in England or Wales | TCHFHE |  |
| Teaching post outside the UK | TCHFOR |  | Teaching post within an independent school in England or Wales | TCHIND |  |
| Teaching post within the LA sector (school or central staff) | TCHLEA |  | Teaching post in Scotland or Northern Ireland | TCHSNI |  |
| Unemployed and seeking work | UNEMPL |  |  |

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| Only to be completed for staff who are taking up their first position since obtaining QTS or QTLS ***Please tick one box only***  |
| **Status Route**  | ***Please tick*** |  | ***Please tick*** |
| Annual College Exit – Graduate Course | ACEG |  | Annual College Exit – Post Graduate Course | ACEP |  |
| Flexible Route | FLEX |  | Graduate Teacher Programme | GTPR |  |
| Overseas Trained Teacher – not yet on the programme | OTTN |  | Overseas Trained Teacher Programme | OTTP |  |
| Mutual Recognition from Northern Ireland, Scotland or the EU | RECG |  | Registered Teacher Programme | RTPR |  |
| Teach First Programme | TFST |  |  |

**Asylum & Immigration**

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| With effect from 29 February 2008 Sections 15-25 of the Immigration Asylum and Nationality Act came into force. By authorising this form you are confirming that you have verified original documentation and retained copies within school in accordance with ‘The Immigration Asylum and Nationality Act 2006 - Guidelines for Schools’. |

**Job and Person Details**

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| When submitting this form, please provide a copy of the relevant person profile and job specification. Alternatively, if this position has been advertised through Derbyshire County Council’s Traded Services, then the job number may be provided instead using the box below. |
| **Job Reference Number (Please use the following format; JOB/YY/NNNNN)** | **JOB/** |

**Keeping Children Safe in Education**

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| To ensure compliance with the DfE Statutory Guidance – Keeping Children Safe in Education. |
| **Has the school completed a satisfactory Prohibition’s check**  | **Yes / No** | **Date completed** |  |

**Certificate of Good Conduct**

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| --- |
| If the employee has worked abroad for 6 months or more since the age of 18 they will also be required to provide a Certificate of Good Conduct from the countries in which they worked. |
| Does the employee require a CGC? | **YES/NO** | If yes has the employee provided a satisfactory CGC? | **YES/NO** |
| If the employee has been unable to obtain a CGC are you happy to proceed with employment? | **YES/NO** |

**Travel and Expenses**

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| --- | --- | --- |
| Will the employee submit job related Travel claims? | **YES/NO** | If yes please complete a Notification of Vehicle Details Form and submit with this form |

**Declaration**

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| I confirm that this appointment was conducted in accordance with the Instrument and Articles of Government of the school, the school’s Equal Opportunities Policy, Sections 15-25 of the Immigration and Nationality Act and any necessary risk assessments have been undertaken. |
|  |
| **Headteacher / Chair of Governors signature** |  | **Date** |  |
| **Governing Body Minute No.****(for Headteacher appointments only)** |  |

**Guidance Notes**

**Notes for information**

A DfE Number (or Teacher Reference Number) is not evidence that a teacher holds QTS.

Schools can register to use the DfE’s Employer Access secure online facility to check a teacher’s QTS details. To register, schools should send an e-mail to employer.access@education.gsi.gov.uk and include the following:

School name and full address

DfE school number (e.g. 830/1234)

Headteachers name

This site does not include verification of teachers with QTLS.

QTLS status should be checked by contacting the Institute for Learning ([www.ifl.ac.uk](http://www.ifl.ac.uk))

Please note that using the Employer Access facility does not exempt schools from making other necessary checks for all staff (e.g. DBS Vetting and Barring Scheme, health checks etc.)

The Employer Access database only holds details of those employed to undertake teaching work, and does not hold details of non-teaching employees.

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| **Please upload onto Perspective Lite or Sharepoint, alternatively return to;** **Traded Team****HR Services, John Hadfield House, Dale Road, Matlock, DE4 3RD**If you have any queries regarding the completion of this form, please email traded@derbyshire.gov.uk |

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|  | **APPOINTMENT OF A TEACHER (INCLUDING SUPPLY)****TSS1 – Part B** | ***Derbyshire County Council logo.*** |
| **This section is to be completed by the successful candidate** |
| ***Failure to complete all information may result in delay of payment*** |

##

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** |  | **School** |  |
|  |
| **Title** | **Mr** |  | **Mrs** |  | **Miss** |  | **Ms** |  | **Dr** |  | **Other (specify)** |  |
| **Initial(s)** |  |  |  |  |  | **Forename(s)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gender** | **M** |  | **F** |  | **Date of Birth** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** | **National Insurance No.** |  |  |  |  |  |  |  |  |  |
| **Email Address** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Please note that the email address will be shared with the Teachers’ Pension SchemeAn email address must be provided clearly. This will be used for DBS purposes.**  |
|  |
| **Address** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Post Code** |  |  |  |  |  |  |  |  |
| **Home Telephone No.** |  |  |  |  |  |  |  |  |  |  |  |  |  | **Mobile No.** |  |  |  |  |  |  |  |  |  |  |  |

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| **Do you have any other jobs with DCC** | **Yes / No** | **Will this appointment affect any of these jobs** | **Yes / No** |

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| **Do you hold Qualified Teacher Status in England/Wales?** | **Yes / No** | **Are you a newly qualified teacher?** | **Yes / No** |
| **If answered Yes to any of the above questions please provide your DfE No.** |  |

## Bank Details

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sort Code** **e.g. 00-09-67** |  |  |  |  |  |  |  |  | **Bank/Building Society Name** |  |
| **Account number****e.g. 12345678** |  |  |  |  |  |  |  |  | **Address** |  |
| **Account holder name or reference** |  |  |

## Trade Union Membership

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| --- | --- |
| If you object to your information being passed to the appropriate Trade Union for the purpose of recruitment please tick here |  |

## Equal Opportunities Monitoring

|  |  |
| --- | --- |
|  | ***Please tick one*** |
| ***Yes*** | ***No*** |
| Do you consider yourself disabled? |  |  |
| Do you feel that you meet the Disability Discrimination Act (DDA) definition of disability? (If you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities) |  |  |

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| **Ethnic origin** |
| Select **only** one option from A – E; then tick **one** category within the option that indicates your **cultural background** |
| A) White | B) Mixed | C) Asian or Asian British | D) Black orBlack British | E) Chinese or otherethnic group |
| British | wb |  | White & Black Caribbean | mc |  | Indian | ai |  | Caribbean | bc |  | Chinese | oc |  |
| Irish | wi |  | White & Black African | mb |  | Pakistani | ap |  | African | ba |  | Arab | ot |  |
| Gypsy or Irish Traveller | wo |  | White & Asian | ma |  | Bangladeshi | ab |  | Other Black background | bo |  | Any other | ot |  |
| Other WhiteBackground | wo |  | Other Mixed background | mo |  | Other Asian background | oa |  |  |
| **Sexual Orientation** |
| Please tick **one box only** that identifies your **Sexual Orientation** \* see guidance |
| Heterosexual |  | Lesbian |  | Gay |  | Bisexual |  | Prefer not to say |  | Other |  |
| **Religion/Belief** |
| Please tick **one box only** that identifies your **Religion/Belief** \* see guidance |
| Buddhist |  | Christian (all denominations) |  | Hindu |  | Jewish |  | Muslim |  | Sikh |  | None |  | Other religion or belief |  | Prefer not to say |  |

**\*Sexual Orientation, Religion and Belief** - The Council is collecting monitoring information on **sexual** **orientation, religion and belief** to ensure it becomes an Employer of Choice, an inclusive Council which values diversity, is representative of the community it serves and meets the objectives of its Equality and Diversity Policy.

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| **TSS1 Part C – Qualifications**  |
| **This section is to be completed by the successful candidate** **(The School should retain a copy of this section for SAP input )** |

## University Degree Course - If you do not hold any of the qualifications below ignore this section but please

##  sign the declaration

|  |  |
| --- | --- |
| Name of University  |  |
|  |
| **Qualification *- Please tick one box only*** |
|  | ***Please tick*** |  | ***Please tick*** |
| Bed or other first degree combined with teacher qualification | BEDO |  | Masters Degree | MAST |  |
| Certificate in Education or equivalent | CTED |  | Non-UK teaching qualification | NNUK |  |
| Doctorate | DOCT |  | Any other qualification at NVQ level 4 or equivalent | NVQ4 |  |
| Other First Degree or equivalent | FRST |  | Post-graduate Initial Teacher Training Qualification (e.g. PGCE) | PGCE |  |
|  |
| **Class of Degree *- Please tick one box only*** |
|  | ***Please tick*** |  | ***Please tick*** |
| First class honours | 01 |  | Unclassified honours | 07 |  |
| Upper second class honours | 02 |  | Pass – degree awarded without honours following an honours degree course | 09 |  |
| Lower second class honours | 03 |  | Ordinary – (to include divisions or ordinary, if any) – degree awarded following a non-honours course | 10 |  |
| Undivided second class honours | 04 |  | General degree – degree awarded after following a non-honours course/degree that was not available to be classified | 11 |  |
| Third class honours | 05 |  | Degree awarded outside the UK and Eire | 12 |  |
| Fourth class honours | 06 |  | Not known | 99 |  |

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| **Country Studied**  | **UK**  |  | **Other (specify)** |  |
| **Subject (s) studied**  | **1** |  |
| **2** |  |
| **Dates studied (mm/yy)** | **From** |  | **To** |  | **Date of Award/ qualification** |  |

**Previous Teaching Experience**

|  |
| --- |
| Please enter in date order, using one line for each post. Relief service may be aggregated. Include service in HM Forces, other approved War or National Service. |
| **School Name** | **Authority (state if independent)** | **Full or Part time** | **Contract -****Estab / Fixed term /Supply** | **Date from dd/mm/yy** | **Date to** **dd/mm/yy** |
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**Teachers Pensions Information**

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| Your post makes you eligible for the Teachers’ Pension Scheme. Pension contributions will automatically be collected from your pay. Contribution rates and full details about the scheme may be viewed at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk), including information about;* registering on the website to access personalised pension information and submit or amend personal data directly to Teachers’ Pensions
* nominating pension beneficiaries
* transferring pension credit into the scheme
* purchasing additional pension and AVCs
* opting-out and re-joining the scheme
 |
| If you are interested in finding out about the TPS Additional Voluntary Contributions (AVC) Scheme please contact the Prudential for full details: [www.pru-teachers.co.uk](http://www.pru-teachers.co.uk)  |
| **Other Contact Details:** **Postal address - Teachers’ Pensions, Mowden Hall, Darlington, DL3 9EE****Telephone - (0845) 6066166** |

**Declaration Statement**

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| Please sign and date below and ensure that the details you have provided within this document are complete and accurate. If you have any previous continuous service, please provide copies of evidence to the school.  |
|  |
| **Signed** |  | **Date** |  |
|  |
| **Please upload onto Perspective Lite or Sharepoint, alternatively return to;** **Traded Team****HR Services, John Hadfield House, Dale Road, Matlock, DE4 3RD** If you have any queries regarding the completion of this form, please email traded@derbyshire.gov.uk |