Teacher Services

Employers

A guide for users

Contents

Introduction

NCTL teacher services employers portal is a free service available for employers and potential employers to view the record of:

- any trainee, newly qualified or fully qualified teacher – with the exception of teachers who have achieved QTS through holding qualified teacher learning and skills (QTLS)

- any teacher with an active restriction (including any teacher with QTLS to whom this applies)

- any teacher who has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence.

It also provides access to separate lists of:

- teachers who have been prohibited from teaching

- teachers who have failed to successfully complete their induction or probation period

- teachers who may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current

1. Terms and conditions of the service

As a user of this service, I will:

1. Comply with the provisions of the Data Protection Act 1998 in respect of all personal information available through this service, understanding that such information is provided to enable only authorised users from a registered organisation to carry out necessary checks on whether a teacher has:

   - achieved qualified teacher status (QTS)

   - completed his/her induction

   - been awarded a Mandatory Qualification for teachers of hearing impaired or visually impaired pupils

   - has any teaching restrictions placed against him/her, or has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence

2. Observe the requirements of the Act and take all reasonable precautions to preserve both the integrity and security of the personal data it holds as well as prevent any corruption or loss of personal data.

3. Not disclose any personal data from the service to any unauthorised third party.

4. Indemnify the DfE against any claim for compensation costs or damages arising from my unauthorised use or corruption of personal data available via the service where such costs or damages are the result of actions I have taken.

5. Not disclose my account login details to any other party.

As a user of this service, I understand:

1. The DfE takes no responsibility for the accuracy or security of any personal data which I store in local files. In such circumstances, for the purposes of the Act, I understand that I am the data controller for any such personal data and any activities I carry out with this data must comply with the terms of the Act.

2. The DfE takes reasonable steps to ensure the quality, accuracy, and completeness of its data but accept that these factors cannot be guaranteed.

3. The DfE reserves the right to re-set user passwords. In the event of a person with access rights to the service leaving their organisation, the user should notify the DfE immediately in order for these access rights to be revoked.

   The DfE may terminate this agreement at any time by written notice to the user with immediate effect.

2. View an individual teacher record

The individual teacher record allows you to view the record of any trainee, newly qualified or fully qualified teacher held on NCTL's database of teachers. The record will display:

- Teacher's personal details
- Initial teacher training qualifications
- Qualified teacher status
- Induction status
- Supplementary qualifications
- Details of any active sanctions

It is not possible to view a teacher record for a qualified teacher who has achieved QTS through holding Qualified Teacher Learning and Skills (QTLS) status. QTLS status should be checked with the Institute for Learning (IfL) – to find out more please visit their website www.ifl.ac.uk .

How to access the record

Step one

To access a teacher's record, you will need to navigate to your organisation's homepage. Once on the homepage, locate the 'find a teacher' section, as highlighted below. To successfully view a record, you must then enter the following details of the teacher:

- Teacher Reference Number (TRN)
- Date of birth

Please note that when entering the TRN, seven numeric digits only must be entered. The TRN should not contain any slashes or letters. For example, the TRN RP 83/12345 would be entered as 8312345.

Click on search

You may be directed to the 'no teacher found page', indicating that the details entered do not match a record held on the database. A record may not be displayed for a number of reasons:

- **The details have not been entered in the correct format.** The TRN should be made up of seven numeric digits only and date of birth should be in dd/mm/yyyy format.
- **The teacher's date of birth held within the database is incorrect.** In order to update personal details the teacher affected will need to contact the NCTL directly to have this rectified.

Step two

Should the details match to a record held on the database, the teacher's record will be displayed.

Step three

When accessing the teacher's record, the status box may be highlighted in red as shown below. This indicates that the teacher has one or more of the following:

- has been prohibited from teaching
- has a restriction imposed by the Disclosure and Barring Service (DBS)
- may be the subject of a suspension or conditional order imposed by the General Teaching Council (prior to its abolition) that is still current
- has failed to successfully complete their induction or probation period
- has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence

Further details of the sanction can be found on the record by accessing the sanctions tab, alternatively by scrolling down through the record to the sanctions section.

Victor Gauntlett

Teacher Reference Number 1234567

🖨 Printer friendly page

The personal data available on this report 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.

▸ **Teacher details**
▸ **Initial teacher training**
▸ **QTS status**
▸ **Induction status**
▸ **Supplementary qualifications**
▸ **Sanctions** ⟵

Status	
Sanctions	Present
QTS	dd/mm/yyyy
Induction	Exempt

Status box

Sanctions tab

Teacher details

Title
Mr.

Forename
Victor

Middlename(s)
Malcolm

Surname
Gauntlett

3. Claim/disown teachers employed by your organisation

It is possible to 'claim' individuals employed by your organisation. Once claimed, such individuals will then feature on your school's list of teachers. This function enables your school to undertake regular checks of the teachers you employ without the requirement to re-enter the teacher's details.

If the individual moves to a new employment, the portal allows you to 'disown' the individual, so that they are removed from your list of teachers. By using this function the individual's employment history is maintained on NCTL's database of teachers.

How to claim an individual to your organisation

Step one

Locate the individual's record, by following the steps outlined in the 'view an individual teacher record' in section 2.

Once the teacher's record is displayed, you will see the 'claim teacher' function, as shown below. If this teacher is employed by your organisation and you wish to claim them, please click on 'claim teacher'.

Step two

Once the teacher has been claimed, you will note that the employer information on the 'teacher details' tab has been populated with your school's details, as shown below.

NCTL Teacher Services

You are logged in as **John Smith**   Return to Secure Access »

Victor Gauntlett

Teacher Reference Number 1234567

🖨 Printer friendly page

The personal data available on this report 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.

Status

Sanctions	None
QTS	dd/mm/yyyy
Induction	Exempt

CLAIM TEACHER

▸ **Teacher details** ← Teacher details tab
▸ **Initial teacher training**
▸ **QTS status**
▸ **Induction status**
▸ **Supplementary qualifications**
▸ **Sanctions**

Employer ID
5678987   ← Your school's details should be populated

Employment address
Schoolville High
1 Rydale Avenue
St. Trinians

Step three

On returning to your school's homepage you will note that the 'claimed teacher' now features on your school's list of teachers, as shown in the example below.

NCTL Teacher Services

You are logged in as **John Smith**   Return to Secure Access »

Users must read and comply with the application guidance before accessing the application

Employer name

Organisation code 1234567

Find a teacher

TRN
1234567

Date of Birth
dd/mm/yyyy   Clear fields   Search

Show all your teachers

Sanctioned teachers
Teachers who have failed induction or probation

General Teaching Council for England (GTCE) sanctions

Teachers prohibited from the profession

NCTL contact information
Email
employer.access@education.gsi.gov.uk

Telephone
0207 593 5391

Showing **All your teachers** (123)   🖨 **Print this list**   ⬇ **Export this list**

The symbol ⚠ indicates an active sanction or restriction

	TRN	Surname	Forename	Middlename(s)	QTS date	Induction status
	1234567	Surname	Forename	Middlename	dd/mm/yyyy	XXXXXXXXXX
⚠	1234567	Surname	Forename	Middlename	dd/mm/yyyy	XXXXXXXXXX
	1234567	Surname	Forename	Middlename	dd/mm/yyyy	XXXXXXXXXX
⚠	1234567	Surname	Forename	Middlename	dd/mm/yyyy	XXXXXXXXXX
	1234567	Surname	Forename	Middlename	dd/mm/yyyy	XXXXXXXXXX
	1234567	Surname	Forename	Middlename	dd/mm/yyyy	XXXXXXXXXX

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How to disown an individual from your organisation

Step one

To disown an individual who no longer works for your organisation, click on the individual's record from your school's list of teachers on your homepage.

Step two

Once the teacher's record is displayed, you will see the 'disown teacher' function, as shown below. If you wish to disown the individual, please click on 'disown teacher'.

Step three

On returning to your school's homepage you will note that the teacher has now been removed from your school's list of teachers.

4. View lists of teachers with restrictions

It is also possible to access three separate lists with details of teachers who have a current restriction against them in relation to teaching in England. The three lists are as follows:

- teachers who have failed to successfully complete their induction or probation period
- teachers who may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current
- teachers who have been prohibited from teaching

Teachers who have been barred by the Disclosure and Barring Service (DBS) cannot be published in a list on the portal. However, if a teacher has a DBS restriction this information will be displayed on their individual teacher record, when conducting a search of the teacher.

How to access the lists

Step one

On your school's homepage locate the sanctioned teachers section, as shown below. Here you will have the option of selecting one of the three lists:

- teachers who have failed to successfully complete their induction or probation period
- teachers who may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current
- teachers who have been prohibited from teaching

Click on the list you wish to view

Step two

Once the list is displayed, you have the option to view any of the listed teachers' individual records by clicking on their teacher reference number (TRN) as shown below.

NCTL Teacher Services

You are logged in as **John Smith**   **Return to Secure Access »**

Employer name

Organisation code 1234567

Find a teacher		Sanctioned teachers	NCTL contact information
TRN: 1234567 Date of Birth: dd/mm/yyyy Clear fields Search		Teachers who have failed induction or probation	Email: employer.access@education.gsi.gov.uk
Show all your teachers		General Teaching Council for England (GTCE) sanctions	Telephone: 0207 593 5391
		Teachers prohibited from the profession	

The personal data available on this report 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.

This list contains the details of teachers who are still subject to disciplinary sanctions from the GTCE. Any person on this list can only teach in maintained schools, pupil referral units and non-maintained special schools subject to the conditions of the sanction.

Showing **General Teaching Council for England (GTCE) sanctions** (58)   🖨 **Print this list**   ⬇ **Export this list**

TRN	Surname	Forename	Middlename(s)	Sanction type	Start date
1234567	Surname	Forename	Middlename	xxxxxxxxxx	dd/mm/yyyy
1234567	Surname	Forename	Middlename	xxxxxxxxxx	dd/mm/yyyy
1234567	Surname	Forename	Middlename	xxxxxxxxxx	dd/mm/yyyy
1234567	Surname	Forename	Middlename	xxxxxxxxxx	dd/mm/yyyy
1234567	Surname	Forename	Middlename	xxxxxxxxxx	dd/mm/yyyy

Click on the teacher's TRN to view individual record