



Guide for non-UK teachers who live and work in the UK

Right to work

Like all UK employers GSL is subject to Section 8 of the 1996 Asylum and Immigration Act which requires that we must check the eligibility of all new employees to work in the UK.

The following groups of people are not subject to immigration control and therefore do not require permission to live and work in the UK (however we will still need to see documentary evidence of your status):

- British citizens
- Commonwealth citizens with *Entitlement to Abode*
- Nationals of all other European Economic Area (EEA) countries (i.e. Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, the Republic of Ireland, Spain and Sweden);
- Spouses and children, irrespective of nationality, of non-British EEA nationals, provided the EEA national is lawfully residing in the UK and, if the family member is a spouse, the marriage has not ended.

Who Can Teach in England?

To teach in the UK, you must:

- Be legally entitled to work in the UK - have a valid UK visa.
- Be a fully qualified teacher (Bachelor degree, Diploma of Education or Higher Diploma in Education) from a recognised training institution. Early Childhood teachers require a 3 or 4 year Bachelor degree. You will need to provide your original teaching qualification.
- Have a valid passport.
- Provide an updated CV with no gaps in employment including details for at least 2 referees who have seen you teach within the last 2 years.
- Provide an updated original police clearance from your country of origin and from any other countries you have resided in for more than 6 months since the age of 18.
- Obtain an enhanced DBS (UK police check). Your GSL consultant will explain how to obtain one.
- Provide 2 x passport sized photos
- Have proof of your current address such as a bank statement or utility/phone bill (dated within 3 months)

Qualified Teaching Status (QTS)

Since 2012, teachers who qualified in Australia, Canada, New Zealand and the United States will be recognised as qualified teachers and awarded Qualified Teacher Status(QTS) in England without being required to undertake any further training or assessment.

*To be recognised as a fully qualified teacher in the UK, you must be able to teach as a **fully qualified teacher in the country where you were trained.***

In order to be awarded recognition as a qualified teacher, you will need to have satisfied both of the following conditions in Australia, Canada, New Zealand or the USA:

- (a) you must have successfully completed a course of initial teacher training (ITT) which is recognised by the competent authority in that country; **and**
- (b) successfully completed or satisfied any additional conditions, **including any period of professional experience comparable to an induction period**, which are required for employment on a permanent basis in government schools(schools wholly or mainly government funded) in Australia, Canada, New Zealand or the USA. **(You must be fully qualified as a registered teacher in your home country to apply for QTS in the UK – without this you will work as an unqualified teacher)**

NB. Teachers who are barred or subject to any restrictions on their eligibility to teach in their country of qualification will not be able to be recognised as qualified teachers in England.

Applying for QTS

Teachers must apply to the Teaching Agency for the award of QTS before they can be recognised as qualified teachers in England.

<http://media.education.gov.uk/assets/files/pdf/a/application%20for%20qts%20for%20teachers%20qualified%20in%20australia%20canada%20new%20zealand%20and%20the%20united%20states%20of%20america.pdf>

You should complete this application form and send it to the Teaching Agency with a letter confirming that that you are both qualified and eligible to teach permanently in the country in question.

Only letters from the recognised authority where you are a qualified teacher will be accepted for this purpose.

Where to obtain your letter of recognition:

1. For Australia: a state's department for education or teacher registration board.
2. For Canada: a province's department for education or college of teachers.
3. For New Zealand: The New Zealand Teachers' Council
4. For the USA: a state's Department of Education.

Where to send your application form:

Please send your completed application form and supporting letter confirming your status as a teacher in Australia, Canada, New Zealand or the USA to:

*QTS and Induction Division
The Teaching Agency
Piccadilly Gate
Store Street
Manchester M1 2WD*

What happens next?

The Teaching Agency will verify that the individual is a fully qualified teacher in Australia, Canada, New Zealand or the USA and has not been barred from teaching. Subject to satisfactory completion of these checks, the teacher will be issued with a letter confirming the award of QTS.

Details of fully qualified teachers from Australia, Canada, New Zealand and the USA will be held on the Teaching Agency's database of teachers with QTS.

Statutory Induction in England

Once QTS has been awarded, teachers qualified in Australia, Canada, New Zealand and the USA will not be required to undertake statutory induction period in England.

UK Qualified Teaching Status does not confer a UK work visa

VISAs and Work permits



Youth Mobility Visa (Tier 5)

<https://www.gov.uk/tier-5-youth-mobility>

The Youth Mobility Scheme Visa (YMS) is appointed to citizens from [certain countries](#) including Australia, Canada & New Zealand, who meet the following requirements:

- Want to live and work in the United Kingdom for up to two years
- Are between 18-30 years of age
- Have £1,890 in savings (check how much that is in your local currency [here](#))
- Do not have any children living with them
- Are not financially responsible for children
- Have not already been in the UK under this scheme, or the former 'Working Holidaymaker' category

Before applying for your visa it is important to ensure you have all of the proper documentation ready. When applying for your Visa you will need to submit your documentation online and in person.

You will require the following documents to apply:

- A current passport
- A bank statement showing you have at least £1,890 in savings
- A page in your passport that is blank on both sides

[Apply online](#) to start the process. While applying you will need to complete the following:

- Complete the online application form
- Pay the visa fee online. At the time of writing the fee was \$437 AU for Australian applications, \$322 USD for Canadian applications, \$518 NZD for New Zealand applications. [Check the current visa fee here.](#)
- Pay the immigration health surcharge (£200)
- Print out your form
- Book an appointment at a visa application centre: [Australia](#); [Canada](#); [New Zealand](#)

If you do not qualify for a Tier 5 VISA, you will need to get a Tier 2 VISA.

Sponsored Work Permits – Tier 2 General Work VISA

<https://www.gov.uk/tier-2-general>

In order to obtain a Sponsored Work Permit you will need to have a firm offer of a job from a UK school. (You should mention the fact that you require a work permit at the time of your application to the school as the application process can take some time and delay in starting the application may mean you have to wait until you can take up your post.)

There are various organisations who will manage the process of gaining a sponsored work permit, however many schools will be happy to apply on your behalf.

(GSL Education is unable to sponsor teachers for work permit applications since we are an agent and so our contracts are not for permanent or full-time employment.)

Shortage List

There is a shortage list in the UK for particular teaching subjects. If your subject is on the shortage list, it makes it easier to obtain a VISA.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308513/shortageoccupationlistapril14.pdf

(If you do not fall into any of the above categories then you may still be eligible to come and work in the UK as a teacher.)

Ancestry Visa

<https://www.gov.uk/ancestry-visa>

An Ancestry VISA grants Commonwealth citizens working rights in the United Kingdom for 5 years and is appointed to those who meet the following requirements:

- You can prove that one of your grandparents was born in the UK
- You have enough money without help from public funds to support and house yourself and any dependants (we would recommend following the YMV suggested amount of £1,890)
- You plan to work in the United Kingdom
- You are applying from outside the UK

When applying for your Ancestry Visa, you must apply within 3 months of your departure and they will provide a decision within 3 weeks of applying.

The following is required when applying:

- The cost of the Ancestry Visa (currently £405)
- Pay the immigration health surcharge (currently £200 per year)
- Current passport
- A bank statement showing you have enough money to support yourself
- Your full birth certificate
- Your marriage certificate (if applicable)
- The full birth certificates of the parent and grandparent your ancestry claim is based on
- Marriage certificates for your parents and grandparents

[Apply online](#) to start the process. While applying you will need to complete the following:

- Complete the online application form
- Pay the visa fee online
- Pay the immigration health surcharge
- Print out your form
- Book an appointment at a visa application centre: [Australia](#); [Canada](#); [New Zealand](#)

Biometric Residence permit

If you are a non- EEA member (not in the EU or European Free Trade Association countries), you will now need to apply for a Biometric Residence Permit.

You'll need a biometric residence permit (BRP) if you:

- apply to come to the UK for longer than 6 months
- extend your visa to longer than 6 months
- apply to settle in the UK
- transfer your visa to a new passport
- apply for certain [Home Office travel documents](#)

You do not have to apply separately for a BRP. You'll get one automatically if your visa or immigration application is approved, or you're replacing an older document.

Your BRP will be posted to your UK address. You must collect it within 10 days of arriving in the UK.

Your decision letter will tell you the date from which your biometric residence permit is expected to be available, and the Post Office you must attend. This earliest collection date is based upon the date on which your vignette started. You do not need to make an appointment to collect your BRP. When you attend the Post Office branch **you must bring with you the passport which contains your 30 day visa.** You should also bring your **decision letter** with you.

Your BRP will include:

- your name, date and place of birth
- your fingerprints and a photo of your face (this is your biometric information)
- your immigration status and any conditions of your stay
- whether you can access public funds, for example benefits and health services

You may have a National Insurance (NI) number printed on the back of your BRP. Not all BRPs have this - it depends on factors like the date it was issued and your visa status.

Why you need a BRP

You can use your BRP to confirm your:

- identity
- right to study or work in the UK
- right to any public services or benefits you're entitled to

<https://www.gov.uk/biometric-residence-permits>

<https://www.gov.uk/government/publications/biometric-residence-permits-overseas-applicant-and-sponsor-information>

Healthcare Surcharge (IHS) – right to healthcare

You'll have to pay (if you are not an EEA member):

- £300 per year for a student or Tier 5 (Youth Mobility Scheme) visa, for example £600 for a 2-year visa
- £400 per year for all other visa and immigration applications, for example £2,000 for a 5-year visa

Dependants usually need to pay the same amount as you.

<https://www.immigration-health-surcharge.service.gov.uk/checker/type>

When you must pay

If you apply for a visa online, you pay the surcharge as part of the application.

If you apply for a visa by post, you must pay the surcharge online before you send your application. You'll need to include your IHS reference number on the application form.

If you do not pay

You'll get an email from UK Visas and Immigration if you do not pay the surcharge (or do not pay enough) as part of your visa or immigration application.

Check your junk folder if you cannot see the email in your inbox.

Once you get the email, you must pay the surcharge within:

- 10 working days if you're inside the UK
- 7 working days if you're outside the UK

UK Visas and Immigration contact centre

Telephone: 0300 123 2241

Textphone: 0800 389 8289

Monday to Thursday, 9am to 4.45pm

Friday, 9am to 4.30pm

Speak to an Advisor (£1.37 per minute)

Canada: 01243 213 349 (Lines open 12:00pm – 10:00pm)

Australia: 01243 213 406 (Lines open 10:00pm – 6:00am)

New Zealand: 01243 213 399 (lines open 10:00pm - 4:00am)

United States: 01243 213 387 (lines open 1:00pm – 10:00pm)

Be sure to **take all the proper documents with you** when you are going to the application centre. While there, they will be taking your finger prints, a photo of you, and you will hand in your documents. **You must know the location and arrival date when applying.**

Your VISA will take between 3 and 6 weeks to complete.

Getting Paid

PAYE – Pay As You Earn



When you begin employment, there are a range of options as to how you receive payment. Most people use PAYE. This is where your employer handles all the admin for calculating and issuing your pay.

If you work for more than one employer, you either need to apply for Self-Assessment, or use an 'Umbrella' company.

If you would like further information on Self - Assessment or Umbrella Companies, please ask.

Opening a Bank Account

This can be frustrating as you need to have the following things in place first:

- **Proof of address – last 3 years** (includes overseas) Utility bills, bank statements
- **Proof of UK address** - the best thing to do is ask your home bank or credit card company to change your address and send you an up to date statement showing the new address (must bring originals), offer of employment permanent only
- **Proof of income** – statement on headed paper from the school
- **Employment details** – Offer of employment on headed paper with full address
- **Proof of ID** – Passport
- **National Insurance Number** – letter and card
- **Unique Tax Reference number** - letter

You will therefore need to wait until you have relocated to open one, unless your bank has International Bank Account options. These often require large initial deposits, minimum monthly transactions and administration fees.

There are different types of account available, so make sure you understand the pros and cons of each.

Current accounts are usually free and the most straight forward

Deductions from your salary

National Insurance Contributions (NI)

Health Care in the UK is paid for and subsidised by the government. Everybody who is working, contributes through their wages, by paying National Insurance contributions. This provides free healthcare services (you still have to pay for prescriptions, eye care and dental care).

Paying National Insurance Contributions also entitles you to up to 5 days paid sick leave (at once) if you are in long term employment. (If you do supply cover you will not be entitled to sick pay)

You will need to apply for a National Insurance Number as soon as possible when you arrive in the UK. You will be given a temporary letter and then a card with the number on. (If it is on your BRP, you won't need another)

You will need the card in order to get lots of other things set up.

To set up your National Insurance Number (Nino.):

Call 08001412075 (free from a landline)
Provide: Name, DOB, address

You will then be given an appointment to which you will need to take:

- Passport
- 1 proof of address – 1x rental contract/tenancy agreement, letter from UK flat mate who can vouch that you live there, reference number that was given to you on the phone
- Proof of employment – Contract or offer of employment on headed paper

<https://www.gov.uk/apply-national-insurance-number>

Paying Taxes:

In the UK, you will be expected to pay taxes. Most taxes are included in purchases, however, your salary will have 'Income Tax' deducted from it. This pays for services to the community and for the Government to manage the country.

Most income from employment is paid through 'Pay as you Earn' (PAYE) and this is calculated and paid directly from your salary. (Your NI no. acts as your tax number).

When you work for GSL or directly for a School, they will set you up with PAYE. You will then receive letters which summarise your allowance and payments, this letter will also have your account number.

<https://www.gov.uk/topic/personal-tax/income-tax>

Pension Contributions:

Employers have legal duties to contribute to a pension scheme when they pay employees over £11,500 per year.

In most schools, the employer will match your pension contribution, which is set up as part of PAYE.

You can opt out of pension contributions.

Communication

Mobile phone

A mobile phone is the best way to get up and running quickly with a contact number.



You can get a 'Pay as you go' mobile phone without a bank account (which is helpful as everything else requires a bank account)!

However, you can also get a mobile phone on contract, which can be cheaper, as you spread the cost of the phone.

You may be able to use your own phone and get a 'sim' only (either contract or pay as you go).

Accommodation



<https://www.expatica.com/uk/housing/housing-basics/moving-to-the-uk-renting-versus-buying-575979/>

If you are not intending to stay in the UK for longer than about 2 years, it is probably better to rent than to buy – and more straight forward!

It can however, have hidden dangers and costs, so GSL will be there to support you.

You can find properties to rent through Estate Agents, Private landlords and friends/work colleagues. Estate Agents are usually the most reliable. It is always worth talking to local people to find out about the area.

You often need to pay a deposit and one month rent in advance and so you will need to plan for this outlay.

Rent varies according to location, size of property, whether you rent a room or a whole property, facilities, whether utilities are included etc. A rough guide is between £200 and £800 per month.

Council Tax

If you rent or own your own home in the UK, you will need to pay Council Tax. This is paid to the local council so that they can provide services such as Waste collection, road repairs,

Council Tax is calculated based on the type of property you live in. The property will be given a 'Band' (ABCD) and an 'Energy Rating' (colour coded). If you live on your own, you get a 25% discount.

You will receive a letter stating the cost and you can choose to pay in one lump sum or in monthly instalments over 10 months.

Utilities

When renting accommodation, you need to check carefully what is included.



The utilities are not always included in the rent and so will need to be paid separately. You would need to contact the energy supplier and tell them that you are moving in. They will need a meter reading to ensure that you only pay for services used after you moved in.

You may choose to split these with others sharing the space.

Internet Access

This can obviously be done via your mobile phone. Once you are settled you can then use a variety of companies to set up a broadband service to your home.



This can be linked to your TV and home phone as a package and it is worth shopping around to get the best deals.

TV License

It is still a legal requirement in the UK to have a TV license for any premises where a device is used to watch or record live TV.



If you rent and/or share a property, the landlord/owner may already have a TV license. The license is for the property, not the individual.

If your property does not have a TV license, you will have to apply for one.

<https://www.tvlicensing.co.uk/faqs/FAQ23>

You can pay for your license yearly or monthly

<https://www.tvlicensing.co.uk/pay-for-your-tv-licence/ways-to-pay>

Healthcare

Doctor



In order to access regular and emergency healthcare, you will need to register up with a local NHS doctor surgery.

Registering with a GP is quite straight forward, you first need to find local GP surgeries

<https://www.nhs.uk/Service-Search/GP/LocationSearch/4>

Then tell them that you would like to register and (if they have space) they will give you a form to fill in. You may need to show ID or proof of address.

<https://www.nhs.uk/using-the-nhs/nhs-services/gps/how-to-register-with-a-gp-practice/>

Dentist

The NHS will provide any clinically necessary treatment needed to keep your mouth, teeth and gums healthy and free of pain. Decisions about which treatment is appropriate will be based on a clinical assessment and clinical judgement.

Dentist check-ups and treatment is 'subsidised' by the NHS and so you do have to pay towards check-ups and treatment. Some treatments are not covered at all by the NHS (usually cosmetic ones). Your dentist must make clear which treatments can be provided on the NHS and which can only be provided on a private basis, and the costs associated for each.

<https://www.nhs.uk/Service-Search/Dentists/LocationSearch/3>

Eye Care

Unless you have an injury or condition related to your eyes, this is not provided by the NHS and there are many companies that provide eye care in the UK.

You are free to choose between these, so it is a good idea to visit and ask them what they provide and what the benefits are of choosing each one.

It is a good idea to visit regular, either every 6 months or year, as they will carefully check not only changes in eyesight, but also any potential health risks.

Travel and Transport

Cars

Whilst in the UK, you can either hire or buy a car if you want to.

Rental can be expensive, and it is important to check terms and conditions.

Buying a car can be done at a 'Main-dealer' which is a garage run by a manufacturer.

This will be for brand new cars and used cars that are not too old. New cars always lose money once they are bought due to depreciation. Different makes and models depreciate at different rates. However, there are different payment options that can still make it cheaper to buy a new car. Often there are also service agreements included, and MOTs are not required for the first 3 years. So, there are pros and cons to buying a new car. You should be sure whether any payment plan pays off the whole cost or not. Used cars from 'main dealers' usually have been well checked and come with a certain amount of warranty.



You can also buy cars from second-hand/used car garages. These will usually be older and come with less guarantees. However, they will be cheaper.

You can also buy cars privately (online, face book, newspapers etc). This means that you buy a car which is 'sold as seen'. You have to carefully check the car and you have no guarantees or warranties after you have purchased it. You can get some bargains, but you can also get cheated. It is essential that you know what you are doing. You can get companies such as the AA or RAC to check a car for you for a fee.

Public Transport

You may choose to use public transport. The UK has a reasonably comprehensive bus and train network. It can be expensive though, so if you are making regular journeys, it can be beneficial to buy tickets in advance or 'season tickets'.

Trains: <http://ojp.nationalrail.co.uk/personal/home/search>

Buses: <https://www.stagecoachbus.com/tickets>

There are various apps and online companies that can plan journeys for you and offer cheaper tickets.

Taxis

There are a vast number of taxi firms in the UK. There are numerous private companies and the famous black-cabs.

You can recognise a licensed taxi as they should have an additional plate near the number plate that looks something like these:



Prices vary hugely, so it is a good idea to ask locally for recommendations.

Many now take card payments, but you should check this before you ride.

Social Activities

The consultants in each branch will be able to give you some great local tips on socialising and eating out in your area.



We will also put you in touch with other overseas candidates and access to Facebook groups.

You can also use the local Tourist Information centre which provides free information.

<https://www.visitengland.com/plan-your-visit/tourist-information-centres>

I hope that this guide has covered most of the key questions you might have about relocating to the UK to teach.

If you do have any further questions, please do not hesitate to contact me at any time:

sarah@gsleducation.com

07903957036

01227937181

Or speak directly to your branch consultants:

Kent: 01227937181

London: 02077392211

Leicester: 01164788000

Manchester: 01615376500

info@gsleducation.com

www.gsleducation.com

(To the best of our knowledge, this guide was correct at the time of writing. We do not claim to be authorities on any of the above and would recommend that you seek advice from the relevant authorities and listed agencies should you require more detailed assistance.)