

Notes of Guidance for the Completion of the TEACHERS STARTER FORM - Prism 1T

General Notes

Part A is to be completed by the employee and Part B by the Appointing Officer. All data to be completed in **CAPITAL LETTERS**.

Part A (Employee)

- 1) The Assignment Number will be automatically generated when your payroll record is set up in the Prism System. This Assignment Number will be shown on your Pay Advices and you will be required to quote this number when completing future Payroll Documentation and in any other contact with the Payroll Section. Care should be taken to ensure that the correct suffix number is quoted in order that payment is made against the appropriate assignment.
- 2) When the section is complete, it must be signed, dated and passed to your manager for the form to be completed and authorised.
- 3) **Student and/or Post Graduate Loans (advanced in the UK)**

(You are not due to repay a Student and/or Post Graduate Loan through Payroll until next April if you finished your studies after 6th April this year. You are also not due to repay through Payroll if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

You will have a **Plan 1 Student Loan** if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 1 September 2012

You will have a **Plan 2 Student Loan** if you lived in England or Wales and started your course on or after 1 September 2012.

For further information about Student and/or Post Graduate Loan repayment, please refer to the gov.uk website at the link below – <https://www.gov.uk/repaying-your-student-loan/overview>

- 4) **Personal Information**

Please be aware that it is the members' responsibility to ensure that their personal details are correct on their Teachers' pension record. If you have recently changed your name or moved address, please ensure your record is correct with Teachers Pensions by visiting 'My Pension Online' section of the Teachers Pensions Website.

Part B (Appointing Officer)

- 1) **Date Started:**
This is the date the contract commences and the date from which payment will be made. Normally, 1st September will be the start date for the Autumn Term, 1st January for the Spring Term and 1st May for the Summer Term. For appointments which commence after the first day of term, the start date will normally be the employee's first working day.
- 2) **Grading of Post - Classroom Teachers Scale**
This salary will not be verified by Payroll. If there is a pay award outstanding please indicate if the salary provided includes the % increase. We will apply any pay award to the figure you supply unless YES has been indicated.
- 3) **Grading of Post - Non Classroom Teachers Scale**
This section should be completed for appointments other than to the Classroom Teachers Scale. In the case of a Head, Deputy or Assistant Head appointed to the Leadership Spine, the School / Headteacher Group, Individual School Range (ISR) and Full-Time Annual Salary should all be quoted. For appointments to the JNC Scales, the Grade, Salary Range, Annual Salary and Scale Point should be quoted.
- 4) **If employing a qualified teacher, relevant checks should be carried out by the appointing establishment.**

Qualified Teacher Status (QTS)

QTS can be confirmed:

- Through the National College for Teaching and Leadership (NCTL website)
- Ask Teacher to provide QTS certificate (issued by DFE)

Qualified Teacher Learning and Skills (QTLS)

QTLS can be confirmed by teacher:

- It requires active annual membership to the Education and Learning Foundation, which can be checked via the Society for Education and Training (SET) website.
- Teachers provide evidence of QTLS and membership to Education and Learning Foundation.