



Teaching  
Regulation  
Agency

# Teaching Regulation Agency

## Employer Access- Schools web service

### A guide for users

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## Introduction

TRA web services 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 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 and others who have been prohibited from the profession
- teachers sanctioned in other EEA member states – please note that from 01 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the TRA. The TRA will therefore no longer maintain a list of EEA teachers with sanctions. Schools must continue to carry out [safer recruitment checks](#) on all applicants set out in statutory guidance [Keeping children safe in education](#)
- section 128 barring directions

# 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 2018 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 the TRA'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 alerts

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 Society for Education and Training – to find out more please visit their website <https://set.et-foundation.co.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

The screenshot displays the TRA 'Find a teacher' search interface. At the top, there are tabs for 'Employers' and 'Guidance'. Below this is the TRA logo and a breadcrumb trail: 'Home > Employers > Teaching Regulation Agency'. A message indicates the user is logged in as 'Alan Wicker' with a 'Return to Secure Access' link. A warning banner states: 'Users must read and comply with the application guidance before accessing the application'. The main content area is for 'Abacus Belsize Primary School' with 'Organisation code 2022001'. The 'Find a teacher' section contains two input fields: 'TRN' with the value '1000283' and 'Date of birth' with the value '31/03/1979'. There is a 'Clear fields' link and a 'Search' button highlighted with a red box. Below the search fields is a 'Show all your teachers' button. To the right of the search form are several links: 'Teachers who have failed induction or probation', 'General Teaching Council for England (GTCE) sanctions', 'Teachers and others prohibited from the profession', 'Teachers sanctioned in other EEA member states', and 'Section 128 barring directions'. Further right is a 'TRA contact information' box with 'Email: employer.access@education.gov.uk' and 'Telephone: 0207 593 5391'. At the bottom, it shows 'Showing All your teachers (0)' and links for 'Printer friendly list' and 'Export your list of teachers'. A note at the bottom left states: 'The symbol indicates an active alert'.

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 TRA 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.

The screenshot shows the TRA website interface. At the top, there are tabs for 'Employers' and 'Guidance'. Below this is a breadcrumb trail: 'Home > Employers > Teacher'. The main header is 'Teaching Regulation Agency'. A message states: 'You are currently logged into Employers as: Alan Wicke r Return to Secure Access >'. A warning banner reads: 'Users must read and comply with the application guidance before accessing the application'. The main content area displays the name 'John Smith' and 'Teacher reference number 1000283'. There is a 'Printer friendly page' link. A disclaimer states: '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.' A list of navigation links includes: 'Teacher details', 'Initial teacher training', 'QTS status', 'EYTS status', 'Induction status', 'Supplementary qualifications', and 'Alerts'. On the right, a yellow 'Status' box contains the following information: 'Alerts: None', 'QTS: 01/01/2018', and 'Induction: -'. Below this is a 'Claim teacher' button. At the bottom, the 'Teacher details' section shows: 'Title: -', 'Forename: John', 'Middle name(s): -', and 'Surname: Smith'.

## 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 alert can be found on the record by accessing the alerts tab, alternatively by scrolling down through the record to the alerts section.

You are currently logged into Employers as: Alan Wicker [Return to Secure Access >](#)

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

## John Smith

Teacher reference number 1000283

 [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](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Status	
Alerts:	Yes
QTS:	01/01/2018
Induction:	-

[Claim teacher](#)

### Teacher details

Title

-

Forename

John

Middle name(s)

-

Surname

Smith



### **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 TRA'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'.

The screenshot shows the Teaching Regulation Agency interface. At the top, there is a green navigation bar with 'Home > Employers > Teacher >' and the agency name 'Teaching Regulation Agency'. Below this, a grey bar indicates the user is logged in as 'Alan Wicker' with a 'Return to Secure Access' link. An orange banner below that states 'Users must read and comply with the application guidance before accessing the application'. The main content area displays the teacher's name 'John Smith' and 'Teacher reference number 1000283'. There is a 'Printer friendly page' icon and a disclaimer about data disclosure. A list of expandable sections includes 'Teacher details', 'Initial teacher training', 'QTS status', 'EYTS status', 'Induction status', 'Supplementary qualifications', and 'Alerts'. On the right, a yellow 'Status' box shows 'Alerts: None', 'QTS: 01/01/2018', and 'Induction: -'. A 'Claim teacher' button is highlighted with a red box.

Home > Employers > Teacher >  
Teaching Regulation Agency

You are currently logged into Employers as: Alan Wicker [Return to Secure Access](#) x

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

John Smith  
Teacher reference number 1000283

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](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Teacher details

Title  
-

Forename  
John

Middle name(s)  
-

Surname  
Smith

Status

Alerts:	None
QTS:	01/01/2018
Induction:	-

[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.

Home > Employers > Teacher >


### Teaching Regulation Agency

You are currently logged into Employers as: **Alan Wicker** [Return to Secure Access >](#)

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

#### John Smith

Teacher reference number 1000283

 Printer friendly page

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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.

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- ▶ [Teacher details](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

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#### Teacher details

**Title**  
-

**Forename**  
John

**Middle name(s)**  
-

**Surname**  
Smith

**Previous Surname(s)**  
-

**Date of birth**  
31/03/1979

**National Insurance number**  
-

**Employer ID**  
2022001

**Employment address**  
Jubilee Waterside Centre  
105 Camley Street  
LONDON  
N1C 4PF

#### Status

Alerts:	None
QTS:	01/01/2018
Induction:	-

[Disown teacher](#)

## 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.

Employers Guidance

Home > Employers >

# Teaching Regulation Agency

You are currently logged into Employers as: **Alan Wicker** [Return to Secure Access >](#)

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

## Abacus Belsize Primary School

Organisation code 2022001

### Find a teacher

TRN  Date of birth  [Clear fields](#)


- ▶ Teachers who have failed induction or probation
- ▶ General Teaching Council for England (GTCE) sanctions
- ▶ Teachers and others prohibited from the profession
- ▶ Teachers sanctioned in other EEA member states
- ▶ Section 128 barring directions

### TRA contact information

Email [employer.access@education.gov.uk](mailto:employer.access@education.gov.uk)

Telephone [0207 593 5391](tel:02075935391)

Showing **All your teachers** (1) [Printer friendly list](#) [Export your list of teachers](#)

The symbol  indicates an active alert

TRN	Surname	Forename	Middle name(s)	QTS date	Induction status
1000283	Smith	John	-	01/01/2018	-

## 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'.

The screenshot shows the Teaching Regulation Agency interface. At the top, there is a green navigation bar with the text 'Home > Employers > Teacher > Teaching Regulation Agency'. Below this, a grey bar indicates the user is logged in as 'Alan Wicker' with a 'Return to Secure Access' link. An orange banner below that states 'Users must read and comply with the application guidance before accessing the application'. The main content area displays the teacher's name 'John Smith' and 'Teacher reference number 1000283'. There is a 'Printer friendly page' link. A disclaimer states: '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.' A list of links is provided: 'Teacher details', 'Initial teacher training', 'QTS status', 'EYTS status', 'Induction status', 'Supplementary qualifications', and 'Alerts'. On the right, a yellow box contains the following information: 'Status', 'Alerts: None', 'QTS: 01/01/2018', and 'Induction: -'. A 'Disown teacher' button is highlighted with a red box.

### 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 five separate lists with details of teachers who have a current restriction against them in relation to teaching in England. The five 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 and others who have been prohibited from the profession
- teachers sanctioned in other EEA member states – please note that from 01 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the TRA. The TRA will therefore no longer maintain a list of EEA teachers with sanctions. Schools must continue to carry out [safer recruitment checks](#) on all applicants set out in statutory guidance [Keeping children safe in education](#)
- section 128 barring directions

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 alerts teachers section, as shown below. Here you will have the option of selecting one of the five lists

Click on the list you wish to view

The screenshot shows the TRA portal interface. At the top, there is a green header with 'Home > Employers > Teaching Regulation Agency'. Below this, a yellow banner states 'Users must read and comply with the application guidance before accessing the application'. The main content area is for 'Abacus Belsize Primary School' with 'Organisation code 2022001'. There are three main sections: 1. 'Find a teacher' with input fields for TRN (1000283) and Date of birth (31/03/1979), and buttons for 'Clear fields' and 'Search'. 2. A list of restriction categories, with the first one, 'Teachers who have failed induction or probation', highlighted with a red box. 3. 'TRA contact information' with email 'employer.access@education.gov.uk' and telephone '0207 593 5391'.

## 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.

Home » Employers »

# Teaching Regulation Agency

You are currently logged into Employers as: **Alan Wicker** [Return to Secure Access »](#)

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

## Abacus Belsize Primary School

Organisation code 2022001

### Find a teacher

TRN  Date of birth  [Clear fields](#)

- ▶ [General Teaching Council for England \(GTCE\) sanctions](#)
- ▶ [Teachers and others prohibited from the profession](#)
- ▶ [Teachers sanctioned in other EEA member states](#)
- ▶ [Section 128 barring directions](#)


### TRA contact information




**Email**  
[employer.access@education.gov.uk](mailto:employer.access@education.gov.uk)

**Telephone**  
[0207 593 5391](tel:02075935391)

Showing teachers who have failed induction or probation (3) [Printer friendly list](#) [Export this list](#)

This list contains the details of all teachers who have failed their statutory induction or probation periods. Entry on this list does not mean that a teacher has had a prohibition order applied to them. As a result of failing an induction or probation period any person on this list is ineligible to teach in all maintained schools, pupil referral units and non-maintained special schools in England. However, they are free to work as a teacher in any other school, establishment or capacity where successful completion of an induction period is not an entry requirement.

The symbol  indicates an active alert

	TRN	Surname	Forename	Middle name(s)	DoB	Restriction/Sanction type	Start date of sanction
	<a href="#">1000052</a>	One	AATest	-	01/01/1980	Prohibited by the Secretary of State - failed probation	11/05/2017
	<a href="#">1000353</a>	Popalous	Dimitra	-	01/05/1978	Failed induction	01/01/2018
	<a href="#">1000351</a>	Silver	James	-	01/01/1980	Failed induction	01/02/2016

## 5. Check the DBS Children's barred list

If your organisation is eligible you are able to conduct a search to check if there is a possible match on the full Disclosure and Barring Service Children's barred list.

You will need to enter the surname and date of birth of the individual into the search boxes and also tick the 'I confirm I am entitled to ask an exempted question under the Rehabilitation of Offenders Act' box, as shown below:

**Search the DBS Children's Barred List**

You can use this search to check the full disclosure and barring service children's barred list for those you are considering employing in schools. This check will include those who are not teachers. If a match is returned please contact DBS via email [dbscost@dbs.gov.uk](mailto:dbscost@dbs.gov.uk). Please note this check is only permitted for those entitled to ask an exempted question under the Rehabilitation of Offenders Act.

Surname  Date of birth  [Clear fields](#)

I confirm I am entitled to ask an exempted question under the Rehabilitation of Offenders Act

Search Outcome

If there is a match against the surname and date of birth you entered then the following message will appear: 'Possible match – please contact DBS using the above details', as shown below:

**Search the DBS Children's Barred List**

You can use this search to check the full disclosure and barring service children's barred list for those you are considering employing in schools. This check will include those who are not teachers. If a match is returned please contact DBS via email [dbscost@dbs.gov.uk](mailto:dbscost@dbs.gov.uk). Please note this check is only permitted for those entitled to ask an exempted question under the Rehabilitation of Offenders Act.

Surname  Date of birth  [Clear fields](#)

I confirm I am entitled to ask an exempted question under the Rehabilitation of Offenders Act

Search Outcome

If there is no match against the surname and date of birth you entered then the following message will appear: 'No match', as shown below

**Search the DBS Children's Barred List**

You can use this search to check the full disclosure and barring service children's barred list for those you are considering employing in schools. This check will include those who are not teachers. If a match is returned please contact DBS via email [dbscost@dbs.gov.uk](mailto:dbscost@dbs.gov.uk). Please note this check is only permitted for those entitled to ask an exempted question under the Rehabilitation of Offenders Act.

Surname  Date of birth  [Clear fields](#)

I confirm I am entitled to ask an exempted question under the Rehabilitation of Offenders Act

Search Outcome