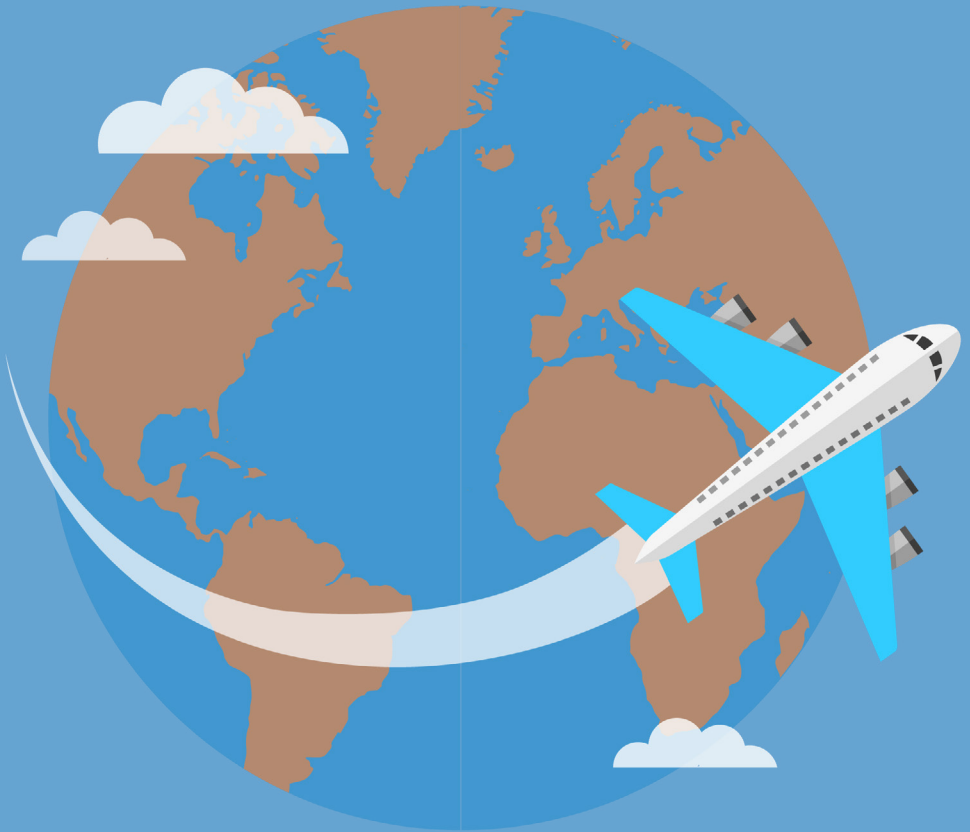


# Moving to the UK: A Guide for Overseas Teachers



**Orange Genie**

Contractor Management Outsourcing

**Education**

# Why Choose Orange Genie Education?

Welcome to your UK teaching adventure! Every year hundreds of intrepid overseas trained teachers travel to the UK, to develop their teaching skills and explore the major cities of the UK and Europe.

Most choose to be employed by an umbrella company, and as the UK's leading employer of supply teachers and education support staff, Orange Genie Education are here to support and guide you every step of the way.

## The Benefits of Orange Genie Education

- ✓ The reassurance and protection of a permanent contract of employment
- ✓ The convenience and tax efficiency of having one employer for multi-assignments
- ✓ We work closely with agencies to ensure you receive a consistently high level of support
- ✓ Free online safeguarding and child protection courses



### **Holiday Pay**

Save your holiday pay to cover holidays or have it paid weekly – it's your choice



### **Sick Pay**

Receive statutory sick pay even during school holidays or when you're between assignments



### **Maternity/ Paternity Pay**

Permanent employment entitles you to statutory Maternity/Paternity pay



### **Employee Benefits Payments**

Save up to £800 a year through Orange Genie Rewards



### **Insurances**

Professional Indemnity, Public Liability and Employers Liability insurance provided



### **Childcare Vouchers**

Save money by sacrificing taxable pay for tax free childcare vouchers



### **Specialist Financial Advice**

Specialist financial advice for supply teachers through our partner Contractor Financials



### **Personal attention, unbeatable service**

Your own dedicated Contractor Relationship Manager so you can speak to a real person who already knows you.

# Welcome to the UK



**Contact Orange Genie Education** - On **+44 (0)1296 468 483** or email **education@orangeenie.com** to arrange a time for us to call you. Our friendly, experienced team will explain the process and answer any questions you might have.



**Register online** - We'll email your portal details so you can enter your personal details online. Even though you won't have some of the details until after you arrive in the UK, we still recommend that you complete as much as you can, and let us have any missing information as and when you have it. This means you'll have less to do after you arrive, when you'll have a lot to think about.



**Flight to UK** - Now you've registered with Orange Genie Education you can book your flight to the UK. It's important that your receipt is dated after your registration so you can claim for the cost of your flight as a business expense.



**On arrival in the UK**- Check in with us to give us your UK contact details. We'll also be happy to answer any further questions, or help in any way we can.



**Arrange accommodation** - For useful information about finding accommodation in the UK visit [orangeenie.com/education](http://orangeenie.com/education).



**Open a UK bank account** - If you're coming from Canada or Europe you can open your account before you travel due to our partnership with a global banking organisation. Please contact our team on **01296 468483** for further information. Otherwise you'll need to open your account as soon as possible on arrival in the UK. You may need a permanent address before you can start the process.



**Apply for a national insurance number** - Call the National Insurance Number Application Line 0342 600 0643 Monday to Friday, 08:00 to 18:00.

# UK Tax, National Insurance and Expenses

The UK operates a Pay as You Earn (PAYE) system for candidates employed by a UK company.

As a UK umbrella company we collect the relevant deductions from each salary payment we make to you and pay it to Her Majesty's Revenue and Customs (HMRC). HMRC is the equivalent of the ATO in Australia, the IRD in New Zealand, and the CRA in Canada.

The UK tax year runs each year from the 6th April to the 5th April of the following year. It is not compulsory for you to complete a UK Tax Return if Orange Genie is your only employer and source of income.

## Income Tax

2017/2018 Income Tax Deductions.

Income Tax Band	Income Tax Rate Applicable
£0 - £33,500	20%
£33,501 -£150,000	40%

## National Insurance

2017/2018 National Insurance Thresholds.

National Insurance	Rate Applicable
£157- £866	12%
Over £866 a week	2%

## Personal Tax Allowance

Not all of your salary is subject to income tax as nearly every UK employee will receive a personal tax free allowance. The standard and most common Personal Tax allowance for 2017/2018 is £11,500. This is the tax code 1150L.

## Expenses

As an teacher employed by Orange Genie Education, you could be entitled to claim tax relief on certain expenses. Some expenses will attract weekly tax relief and others you will need to claim at the end of the year.

Orange Genie Education will discuss this on registration. Below is a list of common expenses.

## Allowable Expenses

- Relocation costs, including flights, luggage and temporary accommodation. Contact Orange Genie before you buy your flights).
- Professional subscriptions/training
- Manuals and text books
- Meals purchased when travelling for work (not home to work, i.e. not your usual place of work)
- HMRC home working allowance - £4 per week
- Stationery (lesson planning)
- Eyesight tests

# Over 200 Money Saving Offers

Obviously your adventure here in the UK should be as enjoyable as possible, so when you're not helping to educate the future of our nation, we want you to be having fun.

With that in mind, we've put together a package of over 200 offers that could save you over £700 a year on purchases such as, cinema tickets, days out, online and high street shopping.



## Orange Genie Rewards Bespoke Benefits for Our Teachers

Save up to £700 a year on your day to day purchases, with offers from hundreds of shops, restaurants and gyms.



# Special Offer: Currency Exchange

As an overseas trained teacher you may at some point need to transfer money overseas. From experience, we know this can be costly, slow and inconvenient.

That's why Orange Genie have teamed up with OFX to provide our employees with a simple, cost effective way of sending money globally. It's great for paying for an overseas property, making international payments, sending money home or emigrating.

Orange Genie Education employees benefit from:

- Five free international transfers
- Preferential rates
- Quick and secure online service
- 24/7 access to a currency specialist and award-winning online platform
- Low minimum transaction value of £100 - GBP, \$250 - AUD, \$200 - CAD, \$250 - NZD

We can provide you these fantastic rates because we do not take any commission.



# Useful Resources

Here are some of the top websites for classroom resources ranging from early years to KS4.

**Teacher's Pet** - <http://tpet.co.uk/>

The Teacher's Pet website contains resources for Early Years, KS1 and KS2 and is full of useful information on a number of subjects including Maths and English.

**Free Teaching Resources** - <http://www.free-teaching-resources.co.uk/>

An easy to navigate website, Free Teaching Resources points you in the direction of fantastic teaching ideas, lesson plans and worksheets that will help you to combine fun education into the classroom – all for free!

**Sparkle Box** - <http://www.sparklebox.co.uk/>

With a bold and colourful homepage, Sparkle Box contains free primary teaching resources and features 1000's of products that you can browse, download and print.

**Teaching Resources** - <https://www.tes.com/teaching-resources>

If you need an emergency lesson plan, or even if you're doing your research and planning for a lesson well in advance, this is the place to go. You can subscribe to the website and get lots of useful teaching tools for completely free.

**UK Parliament** - <http://www.parliament.uk/education/teaching-resources-lesson-plans/>

The UK Parliament website provides teaching resources and lesson plans on a wide range of subjects and for all key stages.

**The Supply Teacher** - <http://thesupplyteacher.com/>

This website set up specifically to support supply teachers. The Supply Teacher has news, views, information and inspiration added

**Supply Bag** - <http://www.supplybag.co.uk/>

The best part about this website is that it was written, and is owned, by an ex-supply teacher who understands the ins and outs of working in a school on supply. This Facebook group has over 3,500 teachers all eager and willing to share ideas and stories.

**Classroom Secrets** - <http://www.classroomsecrets.co.uk/>

Supply teachers tend to really like this site because of its differentiated material. Here you can access a number of free resources.

**Twinkl** - <http://www.twinkl.co.uk/>

This certainly is a friendly site and has heaps of resources for all types of teachers, not just supply teachers. You can download all kinds of useful resources and supply teachers can join for free.

**RSPCA** - <https://education.rspca.org.uk/education/teachers>

The RSPCA is one of the organisations that contribute to the Free Teaching Resources website, however, their 'Teachers' section offers a much wider range of educational resources for early years, KS1, KS2, KS3 and KS4.

# Education Acronyms (A-H)

## A

AC	Alternative Curriculum
ACE	Advisory Centre for Education
ADHD	Attention Deficit Hyperactivity Disorder
AEN	Additional Educational Need
AfL	Assessment for Learning
AHT	Assistant Head Teacher
ALS	Additional Literacy Support
AP	Academy Principal
AP	Assistant Principal
APP	Assessing Pupils' Progress
APS	Average Points Score
ARE	Age Related Expectations
ASCL	Association of School and College Leaders
ASD	Autistic Spectrum Disorder
AST	Advanced Skills Teacher
ATL	Association of Teachers and Lecturers

## B

BESD	Behavioural, Emotional and Social Difficulties
BYOD	Bring Your Own Device

## C

CAF	Common Assessment Framework
CAL	Computer Assisted Learning
CAT	Challenging Aspirational Targets
CAT	Cognitive Ability Test
CID	Communication and Interaction Disorders
CL	Curriculum Leader
CLA /LAC	Children Looked After
CLD	Cognition and Learning Difficulties
CoG	Chair of Governors
CPD	Continuing Professional Development (i.e. Training)
CRB	Obsolete - Criminal Records Bureau (now succeeded by the DBS)
CTF	Common Transfer Form
COSHH	Control of Substances Hazardous to Health

## D

DARTs	Directed Activities Related to Texts
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DBS	Disclosure and Barring Service
DCPC	Designated Child Protection Coordinator
DCPO	Designated Child Protection Officer
DfE	Department for Education
DHT	Deputy Head Teacher
DIP	Department Improvement Plan
DP	Designated Person

## E

EAL	English as an Additional Language
EBacc	English Baccalaureate
EBD	Emotional and Behavioural Difficulty
EBI	Even Better If
ECAR	Every Child a Reader
ECAW	Every Child a Writer
ECC	Every Child Counts
ECM	Every Child Matters
EFA	Education Funding Agency
EYFKS	Early Years Foundation Key Stage
ELS	Early Literacy Support
EM	English & Maths
EWO	Education Welfare Officer

## F

FSM	Free School Meals
FTE	Fixed Term Exclusion
FTE	Full Time Equivalent

## G

G&T	Gifted & Talented
GATE	Gifted and Talented Education
GTP	Graduate Teacher Programme

## H

H&S	Health & Safety
HA/LA/MA	High Ability / Low Ability/ Middle Ability - often used for grouping books
HI	Hearing Impairment
HLTA	Higher Level Teaching Assistant
HMI	Her Majesty's Inspector(ate)
HT	Head Teacher (Academies have a Principal, not a HT)



# Education Acronyms (I-P)

## I

ICT	Information & Communication Technology (commonly now referred to as Computing)
IEP	Individual Education Plan
ILP	Individual Learning Plan
INSET	In Service Education and Training
ITE	Initial Teacher Education
ITP	Improving Teacher Programme
ITT	Initial Teacher Training

## K

KPI	Key Performance Indicator
KS1	Key Stage 1 (Age 5-7, School years 1 & 2)
KS2	Key Stage 2 (Age 7-11, School years 3 to 6)
KS3	Key Stage 3 (Age 11-14, School years 7 to 9)
KS4	Key Stage 4 (Age 14-16, School years 10 & 11)
KS5	Key Stage 5 (Age 16+, School years 12 & 13)

## L

L&D	Learning & Development
LA	Local Authority (formerly LEA Local Education Authority)
LD	Learning Difficulties
LGB	Local Governing Body (Academy)
LLE	Local Leader of Education
LO	Learning Objectives
LOP	Levels of Progress
LP	Levels of Progress
LRC	Learning Resource Centre
LSA	Learning Support Assistant
LSCB	Local Safeguarding Children's Board

## M

ME	Maths & English
MEP	Minimum Expected Progress
MFL	Modern Foreign Languages
MidYIS	Middle Years Information System
MLD	Moderate Learning Difficulties

MUGA Multi-Use Games Area

## N

NAHT	National Association of Head Teachers
NASUWT	National Association Schoolmasters Union of Women Teachers
NC	National Curriculum
NCSL	National College for School Leadership (now part of the Teaching Agency)
NEET	Not in Education, Employment or Training
NGfL	National Grid for Learning
NHSS	National Healthy Schools Standard
NNEB	National Nursery Examination Board
NQT	Newly Qualified Teacher
NUT	National Union of Teachers
NSS	National Support School

## O

O	Outstanding (Ofsted Level 1)
OFP	Outstanding Facilitator Programme
Ofsted	Office for Standards in Education
OTP	Outstanding Teacher Programme

## P

PA	Persistent Absence
PD	Physical Disability
PE	Permanent Exclusion
PEP	Personal Education Plan
PGCE	Post-Graduate Certificate in Education
PHSE	Personal Health and Social Education
PI	Performance Indicator
PIN	Parents Information Network
PIP	Performance Information Plan
PLASC	Pupil Level Annual School Census
PLC	Personal Learning Checklist
PM	Performance Management
PPA	Planning, Preparation and Assessment
PRIDE	Personal excellence, Respect & Friendship, Inspiration, Determination and courage, Equity
PRU	Pupil Referral Unit

# Education Acronyms (Q-Y)

## Q

QTS Qualified Teacher Status

## R

RAG Red, Amber, Green (As in RAG Analysis)  
RRI Requires Improvement (Ofsted Level 3 formerly Satisfactory)

RPI Relative Performance Indicator  
RWCM Reading, Writing, Communication and Maths

## S

SA School Action  
SA+ School Action Plus  
SACRE Standing Advisory Council on Religious Education

SAP School Action Plus  
SC Success Criteria  
SCITT School Centred Initial Teacher Training  
SDD School Data Dashboard  
SEAL Social and Emotional Aspects of Learning

SEN Special Educational Need  
SENCO Special Educational Needs Coordinator  
SEND Special Educational Needs and Disability (sometimes known as DSEN)

SFA Skills Funding Agency (FE funding)  
SGOSS School Governors One-Stop Shop  
SIMS Schools Information Management System

SIP School Improvement Plan  
SIP School Improvement Partner

SLA Service Level Agreement  
SLD Severe Learning Difficulty  
SLE Specialist Leaders of Education  
SLT Senior Leadership Team  
SM Special Measures

SMT Senior Management Team (i.e. SLT)  
SPaG Spelling, Punctuation and Grammar  
SpLD Specific Learning Difficulties

## T

T&L Teaching & Learning  
TA Teaching Agency

TDA Training and Development Agency for Schools

TEFL Teaching English as a foreign Language  
TESOL Teaching English to Speakers of Other Languages

TLR Teaching & Learning Responsibilities  
TTO Term Time Only

## U

UCAS Universities and Colleges Admissions Service  
UPR Upper Pay Range (for teachers from 2014/15)

UPS Upper Pay Scale (for teachers to 2013/14)

## V

VA Value Added  
VAK Visual, Auditory, Kinaesthetic (Learning Styles)

VI Visual Impairment  
VLE Virtual Learning Environment  
VOICE Trade Union for Education Professionals  
VP Vice Principal

## W

WALT We Are Learning To  
WIG Wildly Important Goal  
WILF What I am Looking For  
WWW What Went Well

## Y

YELLIS Year 11 Information System

# Scribble Pad





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