



trust education

your personal service in education recruitment

# essential info

## Why do we invite every eligible teacher to visit our offices before they can teach through us?

Our modus operandi is fundamentally different to many of our competitors.

Trust Education provides a bespoke personal service for teachers who are intellectually committed to the profession. To accommodate the needs and standards of our preferred clientele we need to personally know each and every teacher we place to achieve the school / teacher matching success we aspire to. Establishing a successful and ongoing working relationship with every teacher is crucial to us – we use our energy and resources to generate satisfied and loyal clients – not high turnover - consequently we make sure our teachers fully understand the remit of London supply teaching through Trust Education. Once a teacher has been registered they are treated as an important and equal member of our team.

Trust don't outsource any element of their service – everyone works from the same suite of offices and we feel it is important to introduce new teachers to every member of our team - from specialist consultants to admin and finance staff.

## What happens when you arrive?

We will welcome you and invite you to fill in some essential paperwork in a pleasant and private environment before your dedicated consultant is introduced and you have the opportunity to talk about your background, your teaching experience and what sort of position you would like us to find for you. We automatically timetable more than ample time for you to ask questions at your leisure – about London teaching, about pay, about how the agency runs and about any related matter we can help you with. You also have the opportunity from this time onwards to copy any of our resources or request any resource we do not have in stock.

### Really useful web sites

[www.trustededucation.co.uk](http://www.trustededucation.co.uk)

#### Education

[www.dfes.gov.uk](http://www.dfes.gov.uk)

(all encompassing governmental education site)

[www.nc.uk.net](http://www.nc.uk.net)

(National Curriculum)

#### Online

[www.bbc.co.uk/learning](http://www.bbc.co.uk/learning)

(BBC all things education site)

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

(Every UK school rated by inspection)

#### Accommodation

[www.findaproperty.co.uk](http://www.findaproperty.co.uk)

[www.thegumtree.com](http://www.thegumtree.com)

[www.loot.com](http://www.loot.com)

#### London Transport

(get to us from ANYWHERE in London)

[www.tubeplanner.com](http://www.tubeplanner.com)

[www.londontransport.co.uk](http://www.londontransport.co.uk)

Teachers are entitled to unlimited **FREE BEVERAGES AND INTERNET ACCESS** 07:00 – 18:00 Monday to Friday during term time

## What documentation do you need to bring?

Following recent tragic high profile cases in the UK involving children security checks have become more stringent. It is now compulsory for us to witness and copy at our offices original or certified copies of the following .

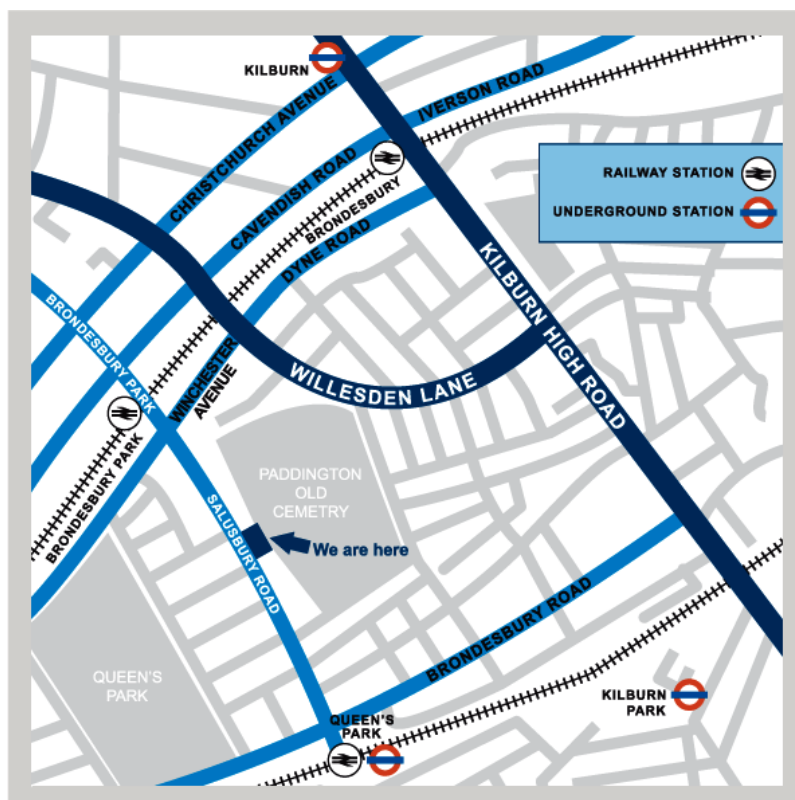
Passport	Essential
Birth Certificate	Essential
Driving Licence	Essential – if you have one we need to see it
Teaching Qualification	Essential – Original or Certified Copy
Current Police Check	Essential – Original only from home country
Marriage Certificate	Essential if you are married
Change of Name Certificate	Essential if you have ever changed name
Proof of Current Address	Essential – for example utility bill, bank statement
Five Year Address History	Essential
Bank Account Details	If available – we can help if you need to open an account
National Insurance Number	If you don't have one we can assist in applying for one
Two Recent Teaching Referees	With Telephone, fax and if possible email

# location info

## Directions from Queens Park Underground (Bakerloo Line):

1. Turn left out of the station. This high street is Salisbury Road.
2. As you walk away from the tube cross the road so you are on the opposite side to the tube. Continue along the street past all the shops. You will soon pass Salisbury Primary School and then St Annes & St Andrews church.
3. Just after the church you will pass the Islamia School on your right. Our office is the first building immediately after the school, up the steps to number 131. There is a zebra crossing 10 metres prior to our building.
4. At the front of our building you will notice our turquoise A Board with Trust Education written on it. Just press the "Trust Education" buzzer and someone will let you in. If you go past 'The Quadrant' gates or get to Winchester Avenue you have gone too far. If you find yourself approaching Brondesbury Park railway station you have walked about 150 metres too far - come back. We are directly opposite the Salisbury Road façade of the Al-Sadiq school.

(Total time- 7 mins walk)



## From Brondesbury Park Station (Silverlink Overland):

1. Come out of the station and turn right down Salisbury Road, cross over the road and continue down the hill, a very short walk of approximately 50 m will bring you to a small row of shops, we are just past these.
2. You will pass a set of gates for 'The Quadrant' and 3 doors further down you will notice our turquoise A Board with Trust Education written on it on the pavement. There is a zebra crossing just past our building.
3. We are the building Number 131. Just press the buzzer and someone will let you in.
4. If you reach the Islamia School you have gone too far. We are opposite the Salisbury Road façade of the Al-Sadiq school.

(Total time - 2 mins walk)