

# Teaching in Britain: A survival guide



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## Meet our team



### Rachel Smoothy - Team Leader

Rachel is a highly experienced recruiter, with seven years dedicated to the education sector. She has worked with all levels of school, from primary to secondary and recruited all levels from newly qualified teachers to head teachers.

Rachel went to school in America and is a keen traveller. She has recently been to Egypt, Australia and India.



### Nicola Scrivener - Senior Account Manager

Nicola is our key account manager and is responsible for ensuring the best match of school and candidate. She prides herself on really taking the time to understand her teachers' requirements so she can find them their perfect role.

Nicola has a keen interest in motorsports, quad biking and 4x4 off-roading.



### Bijal Patel - Project Co-ordinator

Bijal is an economics graduate whose main role is to support our teachers through various ongoing projects, such as relocation from Canada and training.

Bijal enjoys living a healthy lifestyle and exploring new cultural experiences.

# Athona Recruitment



We are the largest education team in Essex, consisting of highly trained executive, senior and experienced consultants.

We've grown more than



**600%**  
over the past  
8 years



We invest in the professional development of all of our teachers. Once you're working through Athona, you'll have access to a variety of courses, ranging from behaviour management to the UK curriculum.



A dedicated recruitment consultant who you'll work closely with during the whole process. They'll find out exactly what you're looking for in order to secure the position that's right for you.

**Continuity of care.** Once we've found your ideal position in the UK, we continue to support you with guidance on good areas to live and offer advice and relevant contacts to help you.



## Our achievements



We are recipients of the REC gold standard award by the Recruitment and Employment Confederation (REC). The gold standard demonstrates Athona's adherence to the highest possible standards in compliance. Furthermore, it shows that Athona exhibits "best practice in customer service, staff development, diversity and client management," amongst various other areas of business.

We achieved this external accreditation following both an online and on-site audit by the REC. We are incredibly proud to have received this official recognition for the quality work that we do on a daily basis and believe it is just one of the ways that we stand out from our competitors.

### What does this mean for you?

If you seek employment through us, you can be rest assured that you're working with professionals acutely aware of all the ever-changing legal requirements in education compliance. Athona prides itself on the professionalism of its employees and we believe our REC gold standard rating confirms this.

# Guaranteed work scheme



We can offer you financial security through our guaranteed work scheme. The scheme enables you to gain first-hand experience teaching in a variety of schools and locations before committing yourself to a long-term role in the UK.

## Athona's commitment to you

- Agreed period of continuous work\*
- Opportunity to base yourself across a variety of locations in the UK
- Agreed number of days per school term\*
- Networking events and socials
- CPD support and training
- Priority over available work
- We are happy for you to exit this scheme at any time should short-term work lead into a long-term contract.

\* The scheme will last for the duration of one school term and you will be guaranteed pay for a minimum of 45 days' work. If your arrival date does not coincide with the start of the school term, a tailored scheme will be provided to you.

## Your commitment to Athona

- Availability throughout the agreed period
- Choose to work exclusively through Athona during this period
- Work within an agreed maximum journey time.

# Networking

We're not just a recruitment agency; we also offer our teachers a community. We do this through social events, social media and our online network. You can follow us on:



# Our incentives

Our reward scheme allows you the opportunity to refer an unlimited amount of teachers. There are three levels to the scheme and each time you make a new referral you can either receive the first level prize or bank your points to see your reward increase further\*.

	£50	Or bank your referral	
	£150	 Or a Kindle	Or bank your referral
	£250	 Or an iPad Mini	Start referring again!

\*T&Cs apply. In order to get the referral bonus, each teaching professional must work a minimum of 5 days through Athona. Once you have taken a bonus, the referral scheme will start from stage one again.

# Training and CPD



We offer training opportunities for teachers who work for us and are interested in developing their skillset. These courses range from behaviour management to UK curriculum updates. We provide you with an introduction to the UK training course and work with schools and teachers to find out what you need and do our utmost to provide you with the facilities.

## Relocation schedule

We want to ensure that your relocation to the UK runs as smoothly as possible, and as such, we have devised the following schedule to aid you in your move to the UK:

### January and February - meet Athona

- Meet and register with our international team
- Sign terms and conditions
- Agree to attend Skype interviews with clients
- Sign pre-placement work guarantee contract

### Before you leave for your new job in the UK:

- Apply and pay for your visa online
- Take printed visa documents and attend biometric residency permit interview (BRP) (2-3 weeks)
- Apply for QTS conversion certificate (this takes 2 weeks)
- Research where you want to live as you will need a UK address for documents

### Once you arrive:

- Check in to your local jobcentre and apply for NIN (National Insurance number)
- Collect your BRP from your nearest post office within 10 days of entering the UK on your visa
- Open an English bank account
- Get yourself an Oyster card for travel in London

Once you arrive in the UK we will also provide you with a welcome pack which will include relevant school policies and procedures, OFSTED report, etc.



# Visa application



We understand how daunting the visa application process can seem. To assist you with any questions you may have, we have partnered with an expert migration consultancy firm who is regulated by the Office of the Immigration Services Commissioner (OISC).

## Our consultant partners

For any teachers who choose to take this journey with Athona, IQA Immigration will be on hand. We have secured the following packages:

### For Tier 5:

£300 service + £225 visa fee for IQA Immigration to handle your entire Tier 5 visa application including: assessing your eligibility, preparing your application, reviewing your documents and providing a legal letter of representation. You will be entitled to unlimited advice throughout the process.

### For Tier 2:

For salaries over £27,000 Athona will reimburse you for IQA Immigration to assist with your Tier 2 Skills Shortage visa application (for teachers of maths, physics and chemistry). This immigration support includes preparing your application, reviewing your documents, liaising with your school to complete your certificate of sponsorship.

For salaries over £30,000 Athona will reimburse you for IQA Immigration to assist with your Tier 2 General visa application (all teachers excluding maths, physics and chemistry). This immigration support includes preparing your application, reviewing your documents, completing your certificate of sponsorship with your school and completing your Resident Labour Market Test.

Please note for all Tier 2 applicants, IQA Immigration will also report any changes to your migrant activity in order for you to stay compliant with your visa application.



## Which visa is best for me?

### Tier 5 (Youth Mobility Scheme)

The Tier 5 (YMS) visa is for individuals who are between the ages of 18 and 30 years old and is available to nationals from Canada. The visa will allow your entry to live and work in the UK for up to two years. You can apply for this visa up to three months prior to travelling to the UK and most applications are processed within three weeks. This visa does not allow you to bring dependent family members with you to the UK and does not allow for an extension of stay in the UK past two years.

## Tier 5 requirements



In order to qualify for this visa, you must meet the following requirements:

- Be between the age of 18 and 30 years old
- Have the intention of living and working in the UK for up to two years
- Meet the maintenance requirement of £1,890 in savings
- Meet the general eligibility requirements and must not fall for refusal under the general grounds for refusal per the UK Immigration rules.

## The Tier 5 process

To start the process, you'll be required to submit an online application form and appendix. You will then need to book an appointment to attend a visa application centre in your area. At this appointment, you'll be required to provide your biometrics (fingerprints and photo) and submit your supporting documents. The visa application centre will forward your documents to UK Visa and Immigration at the British Consulate General in New York. After your visa application has been processed, the Visa Application Centre will contact you and they will arrange for the return of your documents.

The fee for the Tier 5 (YMS) visa is currently £225 (as of November 2015) and you will also be required to pay the additional immigration health surcharge as part of your application.

# Tier 2

As Tier 2 sponsorship and compliance is dependent upon varying factors, every individual case will be different. IQA Immigration has advised the following general procedures will apply to each applicant; however, they will be on hand to talk through your specific case in as much detail as you need.

- Assessment of the role you will be filling and your eligibility for sponsorship - you and the school will receive a questionnaire catered to the type of visa. Your eligibility will be assessed by the migration consultants and they will contact you to advise the course of action to take and discuss any implications with you and your sponsor.
- Provide full assistance with the Resident Labour Market Test (RLMT) if applicable.
- Liaise with your school to issue your certificate of sponsorship.
- Provide your school with a document pack to retain on file for audit purposes that your certificate of sponsorship has been assigned correctly and all legal obligations have been met.
- Provide you with assistance completing your visa application online (providing an exact list of documents required, ensuring all requirements are met including TB Test, English Language and Maintenance requirements, full instructions on the process from Canada and representation on your application).
- Provide you guidance on your rights and responsibilities as a Tier 2 visa holder (eg police registration, public funds, change of personal circumstances, dependent family members etc).
- Ensure the 'right to work' check has been conducted correctly on your first day.
- Report any activity that is legally required to be reported to UKVI (such as start delays) via the Sponsor Management System and ensuring full compliance with sponsorship.



# The UK education system



## Membership of a union

We recommend that you join a union when working as a teacher in the UK. Union membership will give you full legal protection and independent advice that could prove invaluable.

Unions will offer you the following services:

- Legal advice and protection
- Support – there should be a helpline for immediate advice
- Getting your voice heard – membership of a union gives you the chance to have your say in debates about the teaching profession.

## Marking

Teachers mark in a wide variety of ways and the marking style you choose also depends on the age range and subjects you teach. Your choice of how to mark will also depend on your educational philosophies, the policies of your department or school.

## National curriculum

The national curriculum sets out the programs of study and attainment targets for all subjects at all four key stages.

Age	UK year	Key stage
3-4	Kindergarten	Early years
4-5	Reception	Early years
5-6	1	KS1
6-7	2	KS1
7-8	3	KS2
8-9	4	KS2
9-10	5	KS2
10-11	6	KS2
11-12	7	KS3
12-13	8	KS3
13-14	9	KS3
14-15	10	KS4
15-16	11	KS4



Ofsted is the Office for Standards in Education, Children's Services and Skills. Its role is to inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.

Every week, it carries out hundreds of inspections and regulatory visits throughout England and these results are published online. Ofsted helps providers that are not yet of a good standard to improve, monitors their progress and share best practice with them. It reports directly to Parliament and is independent and impartial.

## Programmes of study (PoS)

This describes the subject knowledge, skills and understanding that are expected to be gained by pupils during each key stage. These programmes of study are used as a basis for creating schemes of work.

## Schemes of work

A scheme of work is a plan of what will be covered in each week/session of the learning programme or course and can be brief or very detailed. One example of how a scheme of work may be used is to consider how many lessons will be needed to cover a specific theme. It can also support planning and communication between departments. Once finalised, a scheme of work can be used to write lesson plans.

## Standard school day

### School hours

Lessons will typically begin at 9am and finish around 3.15pm, although this entirely depends on your school. However your working school day typically starts at 8.20am and finishes between 4/5pm depending on how many admin (lesson planning, marking, etc.) hours you complete in a day. The school week runs from Monday to Friday with State schools not being open at the weekend, although some independent schools have lessons on Saturday mornings.

### Morning breaks

**Primary** - All primary schools have a morning break for 15-20 minutes and some also have an afternoon break, known as "play time". Teachers will be asked to supervise children on their breaks per a rota.

**Secondary** - Secondary schools have just one morning break which normally lasts 20-30 minutes.



## Lunch breaks

These vary from school to school but normally last an hour. Teachers will often run school clubs during these lunch breaks which children can attend if they want to.

## Extra-curricular activities

Most schools provide extra-curricular activities at lunchtime and after school; these include subjects such as cooking, dance, football and drama.



# 5 to 18 year olds

All children in England between the ages of 5 and 18 are entitled to a free place at a state school (this include academies, free schools, grammar, comprehensive, faith, city technology colleges and state boarding schools). State schools must follow the UK curriculum but they can chose how the information is delivered.

All children have to now attend school from the ages of 5 to 18. From the age of 16, pupils can either decide to stay on at sixth form within a secondary school, attend college or start an apprenticeship, but one of these three options must be undertaken until the age of 18.

## GCSE

The GCSE (General Certificate of Secondary Education) is the main academic qualification undertaken by 16-year-olds. These are in specific subjects and pupils normally take 11 on average.

## Advanced level (A Level)

A Levels are generally worked towards over the two years of sixth form and split into two parts, with one part studied each year. The first part is known as the Advanced Subsidiary Level, A1 Level or AS Level. The second part is known as the A2 Level and is more in depth and academically rigorous than the A1 Level. The AS Level is a qualification in its own right, and the AS Level, combined with the A2 Level, forms the complete A Level qualification.

## National Vocational Qualifications (NVQ)

NVQs are work-based awards in the UK that are achieved through training and assessment. They are known as Scottish Vocational Qualification (SVQ) in Scotland. To achieve an NVQ, candidates must prove that they have the competency to carry out their role to a required standard. NVQs are based on National Occupational Standards that describe the competencies expected in any given job role. Typically, candidates will take an NVQ that reflects their role in a paid or voluntary position, often while working. For example, someone working in an admin office role may take an NVQ in Business and Administration. There are five levels of NVQ ranging from Level 1, which focuses on basic work activities, to Level 5 for senior management.



BTEC stands for Business and Technology Education Council. It is a qualification which is awarded by the Edexcel examination board and is undertaken in more than 100 countries at all levels, from pre-GCSE to Degree equivalent. BTECs are work-related and vocational courses, designed to accommodate the needs of employers and allow students to progress to further and higher education.

## International Baccalaureate

This course is designed for 16 to 19-year-old students and is a challenging and well-rounded programme of education which is internationally recognised and followed by students around the world. Until recently, in the UK, it was only taught in a minority of independent schools, but it is now an option in some state schools too and is on offer at 190 schools across the UK.

The IB course leads to a qualification called the IB Diploma, which is very well-respected by universities and is also an advantage for children hoping to study overseas.

The IB has a reputation for being demanding but rewarding. It offers a broader programme of study than A levels, and encourages students to think independently, and to explore their creativity.

## SEN acronym definitions

Acronym	Definition
MLD	Mild learning difficulty
SLD	Severe learning difficulty
PMLD	Profound multiple learning difficulty
ADHD	Attention deficit hyperactivity disorder
ASC	Autism spectrum condition
VI	Visually impaired
HI	Hearing impaired
SPLD	Specific learning difficulty
Makaton	A language program designed to provide a means of communication to individuals who cannot communicate efficiently by speaking
SEMH	Social, emotional and mental health
EAL	English as an additional language
EBD	Emotional behavioural disorders
BSL	British sign language
ESOL	English for speakers of others languages
SEND	Special educational needs and disability
SENCO	SEN co-ordinators

# Dress code in school



You need to dress smartly, as if working in an office; jeans are not acceptable. You will also need to dress appropriately for working with children, so you should not wear low-cut tops or short skirts.

## Leadership and management structure

**SMT** - senior management team

**SLT** - senior leadership team

SMT and SLT are the senior members of staff in a school and include the following job titles in order of seniority:

- Executive head teacher/Principal (if governing more than one school)
- Head teacher/Principal
- Assistant head teacher
- Deputy head teacher



## Breakdown of roles within schools

### Primary

**Executive head teacher:** A head teacher who is responsible for running more than one school.

**Head teacher:** Responsible for running a school.

**Deputy head:** The second most senior teacher in a school (under the head teacher).

**Assistant head teacher:** Undertakes the normal responsibilities of a class teacher, while also assisting the head teacher in leading and managing the school. Undertakes the same duties as a deputy head, but cannot deputise in a head teacher's absence.

**Maths/literacy co-ordinator:** Promoting the subject across the school and ensuring continuity and progression when pupils move year groups. Helping staff with the planning and implementation of the specific subject curriculum.

**Teacher:** Responsible for instructing their students in their area of expertise. Teachers are expected to meet Key Stage objectives at national level and school levels of attainment.

**Instructor:** Unqualified teacher who has a degree and teaching experience.

**HLTA:** Work across the curriculum, acting as specialist assistants for specific subjects or departments. They can also help to plan lessons and develop support materials. They work closely with teachers and can cover lessons (although not long-term).

**Learning Support Assistant (LSA)/Teaching Assistant (TA):** Provided to support pupils and teachers in the classroom. This is often delivered one-to-one or in small groups for pupils who need additional support.

## Secondary



**Executive head teacher:** A head teacher who is responsible for running more than one school.

**Head teacher:** Responsible for running a school.

**Deputy head:** The second most senior teacher in a school (under the head teacher).

**Assistant head teacher:** Undertakes the normal responsibilities of a class teacher, while also assisting the head teacher in leading and managing the school. Undertakes the same duties as a deputy head, but cannot deputise in a head teacher's absence.

**Head of department:** They have responsibility for a particular to teach a particular subject as an area of responsibility, and it is their charge to raise the standards attained by pupils within that subject area.

**Teacher:** Responsible for instructing their students in their area of expertise. Teachers are expected to meet Key Stage objectives at national level and school levels of attainment.

**Instructor:** Unqualified teacher who has a degree and teaching experience.

**Cover supervisor:** They take responsibility for and supervise a classroom, but do not teach. Cover supervisors cover short-term absence, and oversee the completion of work that has been previously set by the permanent class teacher. They also manage pupil behaviour.

**SENCO:** Responsible for the day-to-day operation of the school's SEN policy. All mainstream schools must appoint a teacher to be their SENCO.

**Learning Support Assistant (LSA)/Teaching Assistant (TA):** Provided to support pupils and teachers in the classroom. This is often delivered one-to-one or in small groups for pupils who need additional support.

# Types of schools (information taken from [www.gov.uk](http://www.gov.uk))

**Special schools** with pupils aged 11 and older can specialise in one of the four areas of special educational needs:

- communication and interaction
- cognition and learning
- social, emotional and mental health
- sensory and physical needs.

Schools can further specialise within these categories to reflect the special needs they help with, eg autistic spectrum disorders, visual impairment or speech, language and communication needs (SLCN).

**Faith schools** are associated with a particular religion but can be various kinds of school, eg voluntary aided schools, free schools, academies etc.

Faith schools are mostly run like other state schools. They have to follow the national curriculum except for religious studies, where they are free to only teach about their own religion. The admissions criteria and staffing policies may be different too, although anyone can apply for a place.

**Free schools** are funded by the government but aren't run by the local council. They have more control over how they operate. They are 'all-ability' schools, so they can't use academic selection processes like a grammar school. Free schools can:

- set their own pay and conditions for staff
- change the length of school terms and the school day.

They don't have to follow the national curriculum.



**Academies** are publicly funded independent schools. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies get money direct from the government, rather than the local council. They're run by an academy trust which employs the staff. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.



**City technology colleges** are independent schools in urban areas that are free to go to. They're owned and funded by companies as well as central government (not the local council). They have a particular emphasis on technological and practical skills.

**State boarding schools** provide free education but charge fees for boarding. Some state boarding schools are run by local councils, and some are run as academies or free schools.

State boarding schools give priority to children who have a particular need to board and will assess children's suitability for boarding.

**Private/independent schools** charge fees to attend instead of being funded by the government. Pupils don't have to follow the national curriculum. All private schools must be registered with the government and are inspected regularly.

# Differentiation

This is the process that is used to ensure that the differences between learners' abilities are accommodated, so that all students in a class have the best chance of learning.



# Finance



Athona's specialist recruitment consultants and finance department are always on hand to offer advice and support. If you have a question that we have not answered, please feel free to call.

## Registration

To ensure you're always paid on time, we ask that you complete Athona's registration form (which can be found online), where you will need to provide all relevant bank account details and tax information.



## Choosing a bank

To open a UK bank account, you will need to provide proof of a UK address or proof of address from your home country. You will also need photo ID.

Valid proof of address can be one of the following:

- Utility bills that are less than three months old
- Local authority council tax bill issued within the current financial year
- A housing tenancy agreement
- A shopping catalogue or mail order statement less than three months old
- A medical card/NHS card
- A motor insurance or home insurance certificate issued within the last 12



## Online banking

All major banks offer mobile banking, and some have also created apps for use on your smartphone.



## Pay calendar

Our employees are paid weekly on a Friday, as long as your timesheet has been submitted by the Tuesday deadline.

M	T	W	T	F	S	S
1	2	3	4	X	6	7
8	9	10	11	X	13	14
15	16	17	18	X	20	21
22	23	24	25	X	27	28
29	30	31				

## PAYE

In the UK, we use a PAYE (Pay As You Earn) tax system, the UK's financial year runs from 6th April to the following 5th April. The majority of taxpayers are entitled to a basic personal tax allowance on which no tax is paid (£10,600 as of January 2016). After this amount, tax is payable in percentage increments, from 20-50% depending on the amount you earn. In addition to income tax, National Insurance contributions are deducted from 0-12%, again dependent on your salary.

Over the course of the year, dependent on your salary, approximately 30% of your income will be deducted in tax and National Insurance. If you have any questions, please speak with your recruitment consultant.

# Tax



## Tax forms

**P45:** This is sent to you once you leave employment. If you have worked in the UK before, you should send this to Athona as soon as you start working with us.

**P46:** If you do not have a P45, you'll need to sign a P46, usually section B, unless Athona is not your main employer. Make sure you never sign section B for more than one employer as this will lead to a tax bill at the end of the year, since only one employer can assign you a tax code.

## Tax refunds

You may be entitled to a tax rebate if you only work part of the tax year. This is because you will not have used your full allocation of personal tax allowance, which is tax free. You do this by claiming on your P45 (from your employer when you leave). Likewise, if you join midway into a tax year, you will be given a P60, which can be used to claim your tax rebate if it is due. It is our advice not to use a "tax specialist" company for this, as they take a percentage of your rebate. The process is simple to do and we will be able to advise you on how. If you ever need to contact our finance department, the number is +44 (0)1277 217 777.

# National Insurance



Everyone requires a National Insurance number, which is simple to get. Information about National Insurance can be found at [www.hmrc.gov.uk/nic](http://www.hmrc.gov.uk/nic). Upon arrival in the UK, you will need to attend an appointment at your local Jobcentre; following this they will send out your NI number, which normally takes 2-12 weeks to arrive.

# Pensions

Athona Limited is compliant with government pension legislation and, as such, offer all employees a UK pension scheme with NEST. This applies to all PAYE employees. Following your registration with Athona, eligibility for auto enrolment into the scheme will be carried out and documentation will be sent to you.

# Additional statutory pay rights

Your daily rate or annual salary will include at least 10 weeks holiday pay. Your daily rate is calculated by dividing your salary by 195 (the average number of school days in a year). Teachers registered as PAYE with Athona, will be entitled to statutory sick and maternity pay.

# Accommodation



Finding somewhere to live around the UK is relatively simple. There is a variety of options available, so be sure to research your chosen location thoroughly.

Before you view any property, make sure it is in your price range and close to public transport. If it is a furnished flat, check your appliances are in working order before signing a contract.

Obtain an energy performance certificate, which will give you an idea of the cost of your bills.

Ask agencies about their fees and admin charges; as credit, references and renewal of agreements may be additional extras that add up.

Always try to negotiate with your agent and stay within your earnings budget.



You will most likely be required to pay a deposit to the equivalent of six weeks' rent up front to secure the contract on your accommodation.

## Renting tips

Don't forget to complete a tenancy inventory when you first move in. All house contents and a detailed description of their condition should be included. This schedule will help with any disputes at the end of your tenancy and affect the amount of deposit you get back.

## Your housing options

### Shared houses

These are a great option for international teachers. They are also the cheapest option and will allow you to save on bills for utilities, internet and council tax. It is also a great way to meet new people and expand your new network.

### Flats/studios/bedsits

If you prefer to live alone, be prepared for it to be more expensive. Rent will be higher and you will be solely responsible for all of your bills and council tax.

# Tenancy deposit



Your deposit is protected by law to avoid landlords or letting agents from unfairly keeping your deposit. Fourteen days after payment, your landlord/agent will provide you with a certificate and details of the protection policy regarding your deposit. It will include:

- Your contact details
- Your landlord or agents contact details
- Process of applying for your deposit to be released
- Information on why you are paying a deposit
- Process if there is a dispute on your deposit
- Re-payment details and your deposit ID number



You will be responsible for maintaining the property and returning it in the same condition that it was let to you (allowing for fair wear and tear over the length of your letting period). As your tenancy is coming to an end, ensure all rent and other bills are up to date. Agree with your landlord/agent an acceptable deposit for you both. This should then be returned to you within ten days of departing.

If a dispute arises and no agreement can be made about the amount of deposit to be returned to you, the Alternative Dispute Resolution (ADR) service can be contacted. It offers a free service and will try to resolve the issue.

## Council Tax

Council Tax in the UK is paid to your local council and used to fund services in your area. It applies to all domestic properties within your council area. The tax goes towards emergency services such as police and fire services; rubbish and recycling collection; parks and recreation areas; tourism and leisure centres; facilities for young people and schools; sports facilities, and many others.

## Utilities

**Bundle packages are available for TV, internet and landline phones by service providers. Consider what your usage and budget will be; often a comparison site can make the choice easier. You will need a TV licence if you want to watch television in the UK. You can buy this online or the Post Office and find out more information at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).**

Your household waste will typically be collected once a week by your local council. Your collection days can be found on [www.gov.uk](http://www.gov.uk) in the *Housing and Local Services* section by entering your postcode. Many councils will provide recycling bins for paper, glass and garden waste or these can be found in local hubs such as your nearest library.



You will need to contact the water, gas and electricity utility companies to set up your account. Many offer deals, so be sure to browse or check a comparison site. It is essential to check the meter readings before you switch on supply, to make sure the previous tenant has cleared the bills on the property.

For international calls and video, we would suggest either an international calling card or downloading Skype. Skype will allow you to connect with family and friends back home free via the internet. It also allows you to make calls to mobiles and landlines at a reduced international rate.

# Healthcare



If your visa allows you to stay and work in the UK for over six months, you are automatically entitled to free NHS treatment. The National Health Service includes hospitals, doctor clinics (GPs), specialists, dentists, chemists and the ambulance service. Prescriptions as of January 2016 are currently available at the subsidised cost of £8.20; however, changes to the budget (released in April every year) may lead to changes in this price. Other services such as opticians, some dental work and glasses are not accessible for free on the NHS.

You can save money on regular prescriptions by buying a Prescription Prepayment Certificate (PPC). You are able to do this if your prescription requires more than 14 items in a 12-month period.

## Obtaining treatment

To qualify for access to the NHS free of charge, you must register with your local General Practitioner (GP), which we stress you should do as soon as you move into your new permanent accommodation. If you ever need medical treatment before you have registered with your GP, you will be able to seek medical assistance from a walk-in centre. You can find your nearest medical facility from the NHS Choices website.

## Emergency healthcare

Accident and Emergency departments are open 24/7, all year round. Make sure to check the emergency services available at your local hospital, as smaller hospitals may only have minor injury units, which are not always open.

For non-emergency based advice, you can call 111 to speak to the NHS helpline. If you ever need an ambulance, please call 999 immediately.

# EHIC

Once you receive your NI number, you will be able to apply for the European Health Insurance Card. This will cover you for medical treatment if you need it while travelling. You can use this if you have an accident or fall ill within the EEA and Switzerland and need emergency medical assistance. Restrictions do apply for overseas nationals, so be sure to read all about it on the website [www.ehic.org](http://www.ehic.org).

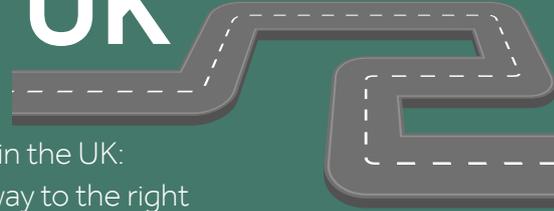
# Insurance

Athona advises all our international teachers to also take out additional travel insurance. If you take out a comprehensive policy, you'll be covered for contributions towards non-reimbursable EHIC payments, baggage which is lost or damaged, cancellations on your flights and arrangements. If you plan on travelling around Europe, multi-trip travel insurance will be a more cost-effective solution to cover you.

# Travel



## Driving in the UK



Important information to remember when driving in the UK:

- We drive on the left-hand side, so always give way to the right
- A large number of the cars in the UK have a manual gear box, so make sure you request an automatic if required
- Be aware that the UK has speed cameras with automatic number plate recognition
- A Canadian driving licence allows you to drive a small vehicle (eg car or motorcycle) listed on your full and valid licence for 12 months from when you entered Great Britain
- MOT test - this is an annual test of vehicle safety and exhaust emissions required in Great Britain for vehicles over three years old.

## Trains

The UK is serviced by overground trains which travel across the UK. For more details please visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

There are a number of saver railcards available, including one for 16-25 year olds. There is a small fee to purchase the railcard, but it lasts up to three years and gives you a third off your rail travel.

## Trams

These can be found in our large cities including London, Wolverhampton, Birmingham, Manchester, Sheffield and Nottingham.

## Bus

Most cities, towns and villages in the UK have local bus routes. You can search and plan your route at [www.traveline.info](http://www.traveline.info).

## Coaches



Coaches are often the cheapest way to travel in the UK. National Express travels to 1,000 destinations and serves all of the major UK airports. It is advised to book tickets in advance as they can get booked up quickly, especially during busy times of the year such as school holidays.



## London Underground



Greater London is served by 12 tube lines, including the Docklands Light Railway (DLR) and an interconnected local train network. These are underground trains and they generally run between 5am and midnight, Monday to Saturday, with reduced operating hours on Sunday. An Oyster card is a plastic smartcard (a bit like a metrocard) which can hold pay-as-you-go credit to travel by tube, bus, tram, DLR, London Overground and TfL rail services in London. If you are spending a considerable time travelling around London, we strongly recommend getting one to save money.

# UK hotspots



**Manchester** is the UK's second biggest city with a great nightlife and cultural scene. Whatever interests you, Manchester has it all! It is well known for its two Premier league football teams Manchester United and Manchester City.

**Hertfordshire** is home to the Harry Potter studios. It has an impressive 10 major train lines and is close to three main motorways, meaning excellent transport links.

**Cornwall** is a beautiful scenic area, known for its stunning beaches, amazing surf and Cornish ice cream. This is the warmest part of the UK with 300 miles of dunes and cliffs and a laid-back atmosphere.

**Edinburgh** is Scotland's capital, which is split between the medieval old town and the elegant Georgian new town. It hosts two big events each year, a New Year's Hogmanay celebration and the world famous comedy festival 'Fringe'.

**Yorkshire** is home to the Peak District which is a mecca for hikers and families alike. The northern hospitality is second to none and can be experienced at many Michelin-starred restaurants; more than anywhere else in the UK.

**Suffolk and Norfolk's** combination of wild forest landscapes and rolling countryside lend themselves to outdoor activities, cosy pubs serving local ales and the region's speciality cider and smoked fish.

**Essex** has a great range of amenities including shopping centres, a zoo and excellent sporting facilities. Most importantly, Essex is home to Athona.

**London** is the exciting and vibrant capital of England. There is an abundance of activities to enjoy throughout London, from restaurants to festivals, to the arts to sports.

# Visiting Europe



Choosing to teach in the UK will open up many fantastic travel opportunities. With the rest of Europe under an hour away, weekends and school holidays can be an exciting adventure not to be missed. Package holidays and discounted tours are always available online or you can head there on your own and explore.

## By train

England is linked to France, Belgium, Germany, Switzerland and the Netherlands by the Eurostar. It is the most expensive way to travel to Europe; however, discounts are available for early booking or at times when special offers are running.

If you know you will be travelling to Europe on multiple trips, it may work out cheaper in the long term for you to buy an Interrail pass. There are a variety of these to choose from and they grant you unlimited access to rail travel within a certain timeframe.

## By road

If you choose to travel by road, you will either pass through the channel tunnel or catch a ferry. You can take your car onto the ferry or there is the option to hire a car once you reach your destination. Before you travel, check the driving rules in the country you are visiting and familiarise yourself with road signs and other vital information.

You can also travel by coach, which can be extremely cost effective and take the stress out of travelling.

## By ferry

Ferries are a popular option for travel to Europe, carrying both passengers and cars.

## By air

There are many low-cost airlines that operate a frequent service between the UK and Europe. You will be able to take advantage of savings by booking your seats early. These airlines are available at regional and international airports all over the country.



## Travel Companies

There are many travel companies to choose from; here are two we've found that provide package tips for young, intrepid travellers.

**Topdeck** provides trips across the globe for 18 to 30-somethings to Europe, Australia & New Zealand, Egypt, the Middle East, North America and Africa.

**Contiki** runs trips for 18-35 year olds to Europe, Australia, North America, New Zealand, Asia and Latin America.

# Essential tips



## Translation guide

### Meaning in Canada

#### Pants



Outerwear from the waist to the ankles; trousers

#### Fancy dress



Formal wear

#### Trainers



Fitness expert who helps you work out

#### Cider



Apple juice

#### Bin



Storage container

#### Football



Canadian football

#### Resume



Resume

### Meaning in the UK

Underwear



Costume



Footwear; sneakers



Alcoholic drink made from fermented apples



Where the rubbish goes



Football, soccer



CV (curriculum vitae)



# Useful apps



**Citymapper** - Your essential app for finding your way around London. Every possible way of reaching your destination is mapped out in live time and it also includes the fare it will cost you.

**Hype** - For when you want to ask, "what should I do right now?" Hype will let you know events that are happening in your location. From art exhibitions and food pop-ups to warehouse parties, you'll have all the information at your fingertips.

**Uber** - Uber has an extensive following in London and its friendly drivers are always around to get you home in the city that never sleeps.

**Time Out London** - Everything that's great about the capital in one place, with information on gigs, events, bars, restaurants, club nights, film releases and much more.

**Skype** - For keeping in touch with friends and family back home for free.

**Airbnb** - The perfect app to help you find a place to stay. With over 1.5 million private listings in 34,000 cities, it's the option for long-term or one-day stays.

**Groupon** - Amazing deals on goods, getaways and everything in between.

**TripAdvisor** - Millions of traveller reviews, photos, and maps from TripAdvisor. You can plan and book your perfect trip with over 225 million reviews and opinions by travellers.

**TFL** - Plan your journey on public transport in the capital or check live delays, news and upcoming engineering plans that will affect your route.

**tastecard** - If you like to eat out, many restaurants offer a substantial discount for tastecard holders. With a range of deals, including 50% off or 2-for-1, at all participating restaurants.

## Pockets of Canada in the UK

There is a large congregation of Canadians in West London. At the last census in 2012, it was estimated that 200,000 Canadians lived in the boroughs of Westminster, Kensington, Chelsea and Camden.

Many bars and restaurants have opened to cater to the large population of Canucks to make sure you never get homesick; we recommend you check out:

**The Maple Leaf in Covent Garden**

**The Albion on Ludgate Street**

**The Poutinerie on Brick Lane Market**

Ice hockey is also becoming a popular sport in the UK; you can support and watch four teams compete in the capital alone.

# Directory

## Athona's contact details:

+44 (0)1277 245 840  
edu-international@athona.com  
2nd Floor Kingsgate House, 1 King Edward Road, Brentwood, Essex, CM15 4HG

## Useful education websites:

TES	<a href="http://www.tes.com/uk">www.tes.com/uk</a>
National curriculum information	<a href="http://www.gov.uk/government/collections/national-curriculum">www.gov.uk/government/collections/national-curriculum</a>
Teaching agency	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
BBC education news	<a href="http://www.bbc.co.uk/news/education">www.bbc.co.uk/news/education</a>
Qualifications and curriculum authority	<a href="http://www.qca.org.uk">www.qca.org.uk</a>
Channel 4 learning site	<a href="http://www.channel4learning.com">www.channel4learning.com</a>
Ofsted	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Teaching ideas (worksheets)	<a href="http://www.teachingideas.co.uk">www.teachingideas.co.uk</a>

## Banks to consider include:

NatWest	<a href="http://www.natwest.co.uk">www.natwest.co.uk</a>
HSBC	<a href="http://www.hsbc.co.uk">www.hsbc.co.uk</a>
Halifax	<a href="http://www.halifax.co.uk">www.halifax.co.uk</a>
Lloyds	<a href="http://www.lloydsbank.com">www.lloydsbank.com</a>
Santander	<a href="http://www.santander.com">www.santander.com</a>
Nationwide	<a href="http://www.nationwide.co.uk">www.nationwide.co.uk</a>

## Useful utility websites:

<a href="http://www.electricity-guide.org.uk">www.electricity-guide.org.uk</a>
<a href="http://www.gas-guide.org.uk">www.gas-guide.org.uk</a>
<a href="http://www.water-guide.org.uk">www.water-guide.org.uk</a>
<a href="http://www.freeview.co.uk">www.freeview.co.uk</a>
<a href="http://www.sky.com">www.sky.com</a>
<a href="http://www.virginmedia.com">www.virginmedia.com</a>
<a href="http://www.bt.com">www.bt.com</a>
<a href="http://www.talktalk.co.uk">www.talktalk.co.uk</a>

## The government specifically contracts companies to run tenancy deposit protection schemes. Ensure your deposit is with one of the following:

The Deposit Protection Service (DPS)	<a href="http://www.depositprotection.com">www.depositprotection.com</a>
Tenancy Deposit Solutions Ltd (TDSL)	<a href="http://www.mydeposit.co.uk">www.mydeposit.co.uk</a>
The Tenancy Deposit Scheme (TDS)	<a href="http://www.thedisputeservice.co.uk">www.thedisputeservice.co.uk</a>

## Useful healthcare websites:

National Health Service	<a href="http://www.nhs.uk">www.nhs.uk</a>
Prescription Pricing Authority	<a href="http://www.ppa.org.uk">www.ppa.org.uk</a>
Department for Health	<a href="http://www.dh.gov.uk">www.dh.gov.uk</a>

## We recommend the following websites to book travel:

[www.easyjet.co.uk](http://www.easyjet.co.uk)  
[www.ryanair.com](http://www.ryanair.com)  
[www.flybe.com](http://www.flybe.com)  
[www.whizair.com](http://www.whizair.com)  
[www.ferrybooker.com](http://www.ferrybooker.com)  
[www.directferries.co.uk](http://www.directferries.co.uk)

## Useful car hire websites:

Avis	<a href="http://www.avis.co.uk">www.avis.co.uk</a>
Hertz	<a href="http://www.hertz.com">www.hertz.com</a>
Budget	<a href="http://www.budgetrentacar.com">www.budgetrentacar.com</a>
EasyCar	<a href="http://www.easycar.com">www.easycar.com</a>
Europcar	<a href="http://www.europcar.co.uk">www.europcar.co.uk</a>

## National Express offer Coachcard discounts for 16-26 year olds. For further details, please visit:

[www.nationalexpress.com/offers/coachcards/young-persons-coachcard.aspx](http://www.nationalexpress.com/offers/coachcards/young-persons-coachcard.aspx)

## Useful tourism websites:

Visit Britain	<a href="http://www.visitbritain.com">www.visitbritain.com</a>
Visit England	<a href="http://www.visitengland.com">www.visitengland.com</a>
Visit London	<a href="http://www.visitlondon.com/">www.visitlondon.com/</a>
Tourist Information UK	<a href="http://www.tourist-information-uk.com/">www.tourist-information-uk.com/</a>
National Trust	<a href="http://www.nationaltrust.org.uk/">www.nationaltrust.org.uk/</a>
English Heritage	<a href="http://www.english-heritage.org.uk/">www.english-heritage.org.uk/</a>

## Free days out:

<a href="http://www.bbc.co.uk/thingstodo">www.bbc.co.uk/thingstodo</a>	<a href="http://www.visitbritain.com/en/Cheap-and-free-Britain/">www.visitbritain.com/en/Cheap-and-free-Britain/</a>
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**Athona**

Recruitment

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