



Department
for Education

Teaching Regulation Agency: Professional Conduct Panel

Information pack for applicants

January 2025

Contents

Part one	3
The Teaching Regulation Agency and Professional Conduct Panels	3
The role of professional conduct panellists	3
The teacher panellist role	4
Eligibility for the role	5
Teacher panellists	5
Lay panellists	5
Job specification	5
Essential criteria	6
Interviews	6
Part two	7
General information	7
Standards in public life	7
Location of hearings	7
Period of appointment	7
Time commitment	7
Due diligence	8
Data protection	8
Regulation of ministerial appointments	8
Panellist Information	8
Support for panellists	8
Induction, training and annual appraisals	8
Remuneration for panellists	9
Support for schools	9
Part three	10
The recruitment process	10
Dealing with your questions	11
Annex A	12
The seven principles of public life	12

Part one

The Teaching Regulation Agency and Professional Conduct Panels

Under the Education Act 2002, as amended by the Education Act 2011, the Secretary of State for Education (Secretary of State) has responsibility to regulate teachers' conduct and to hold a list of teachers who have been prohibited from teaching. The Teaching Regulation Agency (TRA) operates the regulatory system on her behalf and within the framework provided under the Teachers' Disciplinary (England) Regulations 2012¹ amended in 2014. The purpose of this arrangement is to protect pupils, maintain public confidence in the teaching profession and uphold high standards of teacher conduct.

To carry out this function, teacher and lay panellists are appointed by the Secretary of State to sit on Professional Conduct Panels (panels). The panels are convened to hear and consider only the most serious allegations against teachers and then to determine whether a recommendation for prohibition should be made to the Secretary of State. All panels are supported by an independent legal adviser, and final decisions as to whether to issue a prohibition order are taken by a senior TRA official acting on behalf of the Secretary of State.

Every panel must be convened with at least three people (including a panel Chair). One person must be a serving or recently served teacher (teacher panellist), and one person must not have worked or been engaged as a teacher (lay panellist). There are no conditions set for the other member of the panel, the third person could either be a teacher or lay panellist.

The TRA holds both virtual hearings (online, via Microsoft Teams) and in-person hearings, which are held at the TRA head office in Coventry.

More information on the TRA can be found at: [Teaching Regulation Agency - GOV.UK](https://www.gov.uk/teaching-regulation-agency).

The role of professional conduct panellists

Professional conduct panellists have three main duties and functions.

Firstly, to consider the evidence presented to the panel and reach a decision about whether the facts in the case are proved and whether this amounts to unacceptable professional conduct, conduct that brings the profession into disrepute and/or a conviction of a relevant offence. The panel will then be required to consider whether to recommend to the Secretary of State that the teacher should be prohibited from teaching and, if so, whether it is appropriate to permit the teacher to have the prohibition order

¹ [The Teachers' Disciplinary \(England\) Regulations 2012](#) and [The Teachers' Disciplinary \(Amendment\) \(England\) Regulations 2014](#).

reviewed after a minimum period of at least two years. Panellists will also be involved in Case Management Hearings, where they will consider applications from parties and provide case management directions.

Secondly, to consider whether a teacher, who has previously been prohibited from teaching by the Secretary of State, should have their prohibition set aside and make appropriate recommendations to the Secretary of State. More information about set asides can be found at: [Teacher misconduct: disciplinary procedures - GOV.UK](#)

Thirdly, to consider appeals from teachers who have been formally notified by an appropriate body that they have failed to complete their statutory teacher induction period satisfactorily or that their induction appeal has been extended. The panel will then make a recommendation to the Secretary of State, under the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. More information about induction appeals can be found at: [Induction appeals procedure - GOV.UK](#)

Each professional conduct panel will be chaired by a panellist, who is supported by the independent legal adviser. TRA determine who will act as Chair prior to the hearing and notify all parties in advance. The Chair will facilitate the hearing, encouraging participation from all panellists, and ensuring that the hearing proceeds in the time allocated. Training is provided to all panellists on how to effectively facilitate and chair a hearing.

The teacher panellist role

The role of the teacher panellist is critical to the panel. The key function is to bring their professional experience to the hearings process, provide teaching expertise to the lay panel member(s) to help their understanding on how education settings meet their statutory duties on a day-to-day basis, and to help set into context the allegations of serious teacher misconduct. For example, in cases involving allegations of serious teacher misconduct associated with examination malpractice, the teacher panellist can offer, among other things, a professional insight into the evidence presented based on their own experience and knowledge of the school system.

This role will suit those teachers who have experience in dealing with investigations into school procedures, systems and processes and those with experience in pastoral roles. The position will most likely suit senior school leaders, heads of department and teachers with responsibilities such as Special Educational Needs Coordinators (SENCOs) and/or Designated Safeguarding Leads (DSLs). We also welcome applications from classroom teachers with the necessary skills and experience from outside of their current teaching role

Eligibility for the role

Teacher panellists

To be considered eligible for membership as a teacher panellist, applicants must be currently employed or engaged as a teacher or have been employed or engaged as a teacher in the last five years in an education setting.

For the purposes of teacher regulation and as set out in the Teachers' Disciplinary (England) Regulations 2012² amended in 2014, a 'teacher' is defined as a person employed or engaged to carry out unsupervised teaching work at a school, a sixth-form college, relevant youth accommodation, children's home or 16-19 academy in England.

Each of the following activities is defined as teaching work:

- a) planning and preparing lessons and courses for pupils
- b) delivering lessons to pupils (including delivering lessons through distance learning or computer aided techniques)
- c) assessing the development, progress and attainment of pupils
- d) reporting on the development, progress and attainment of pupils

Lay panellists

To be considered eligible for membership as a lay panellist, applicants will not have worked or been engaged as a teacher (the definition of a teacher under current legislation is outlined above). The lay panellist will bring their knowledge and experience to the panel. This role will suit individuals who have experience in dealing with investigations or proceedings of a complex and sensitive nature.

In this recruitment exercise, we are also seeking individuals with experience working in Further Education, Independent Training Providers, and accredited online education providers to contribute their professional expertise to panel hearings. These individuals will serve as lay panellists.

Job specification

To be considered for these panellist positions, applicants must be able to demonstrate all of the relevant skills and experience as set out below. The essential criteria will be used to sift applications at the initial stage of the process.

² [The Teachers' Disciplinary \(England\) Regulations 2012 and The Teachers' Disciplinary \(Amendment\) \(England\) Regulations 2014.](#)

Essential criteria

As a panellist you will need to show that you are able to:

- identify key issues, assimilate information, and manage complex material
- use information in a fair, thorough, and balanced way to arrive at well judged, and reasoned decisions
- exercise discretion effectively, to work within a statutory framework and understand legal and procedural issues
- facilitate decision-making in a timely manner whilst encouraging active participation and collaboration among all parties
- generate the trust, confidence and respect of others and deal impartially with all matters raised during professional conduct panel hearings and
- have an awareness of, and commitment to, equal treatment and diversity

At interview you will also be asked to demonstrate your ability to:

- relate well to others, generate trust and confidence and show respect to all parties involved in a high-profile activity
- remain even-tempered and courteous at all times
- express yourself clearly and succinctly in relation to difficult and complex issues so that there is no ambiguity and others readily understand their meaning
- behave in a fair, balanced and non-discriminatory manner which recognises difference and diversity
- maintain firm and effective control and manage unexpected events effectively in a formal setting, for example, at a disciplinary, judicial or HR investigation, or for teachers, handling serious teacher misconduct associated with examination malpractice.

Interviews

Interviews will be focused on a 5-minute presentation using an example of your choice which you feel demonstrates how you meet the essential criteria. This will be followed up with a discussion with the panel around all criteria required for the role.

Part two

General information

Standards in public life

All panellists are expected to demonstrate a high standard of corporate and personal conduct and follow the standards of probity required by public appointees outlined in the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life, see Annex A.

To maintain the high standards of public life, any appointments made by the Secretary of State may be terminated if an appointee is convicted of a criminal offence or where the Secretary of State believes that the appointee’s conduct means they are no longer suitable for the office of a public appointee

Location of hearings

The TRA holds both virtual (online) and in person hearings. In person hearings are held at the TRA head office in Coventry.

For virtual hearings, panellists will be required to supply their own laptop device. The TRA does not have a policy to reimburse costs for a laptop device, unless it’s on an exceptional basis.

Period of appointment

Terms of appointment for all panellists will be for no more than two terms. Each term is likely to be between three and five years, but no panellist will serve for more than 10 years.

Time commitment

Panellists need to be flexible and responsive to the requirements of the TRA and commit to serve between 12 and 20 days per year. The majority of panel hearings last between three and five days with a small number of complex cases taking longer, for example up to 10 days or more. To meet operational requirements this means that panellists will need to attend a minimum of four, three-day hearings per year or opt to sit on less hearings that are longer in duration, for example two, six day hearings per year. In addition to hearings, panellists may also be invited to sit on one or more case management hearings to make preliminary decisions. Preparation time i.e. reading of case papers for hearings is in addition to the days sitting as a panellist.

Due diligence

The Department for Education (the department) will undertake due diligence checks on all prospective panellists. Due diligence checks include, but are not restricted to, disqualification as a director, declared bankrupt or removal as a trustee from a charitable organisation, and if employed in the financial services sector, confirmation that they have been regulated by the Financial Conduct Authority.

In addition, we will carry out an online search to ascertain if any publicly made comments conflict with the Principles of Public Life. If necessary, any potential issues will be explored further with the individual concerned.

Data protection

Personal information will be held in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). Applicants will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes. The monitoring information provided by applicants is not used in the selection process and will not be shared with the selection panel assessing applications. Information provided may be used for statistical analysis by the department, but it will not be used in a way that enables applicants to be identified.

Regulation of ministerial appointments

The department appoints and reappoints panellists in line with the principles outlined in the Cabinet Office [Governance Code for Public Appointments](#) and the department's guidance on public and ministerial appointments.

Panellist Information

Support for panellists

Panellists are supported in their role by the TRA hearings delivery team. Panellists receive regular communications from the TRA and can contact the TRA directly via a designated email inbox, over the phone or by speaking to staff directly at the Coventry office.

Panellists also have access to the TRA Panellist Portal. This is used for panellists to record their availability for hearings and to access case papers, relevant guidance and training material.

Induction, training and annual appraisals

Panellists are required to attend a two-day in person training event as part of their induction programme. For this recruitment, the training will take place on 17th and 18th

July 2025. The venue is to be confirmed. It is essential that successful applicants are available to attend on these dates.

To maintain knowledge on matters affecting the panellist role, panellists will be expected to attend training and support sessions throughout the year (virtual and in person).

Panellists will also be invited to an annual engagement day to meet other panellists and TRA staff.

In line with the departments policy on ministerial appointments and to ensure that the behaviours, standards, and skills required for this position are maintained throughout the tenure, all panellists will be required to participate in an annual appraisal.

Remuneration for panellists

These posts are voluntary and unpaid. However, appointed panellists will be eligible to claim expenses for travel and subsistence costs necessarily incurred on TRA business. Panellists will also be eligible to claim for other expenses in line with guidelines, including childcare costs. Where a self-employed panellist incurs loss of earnings as a result of attending a hearing, the TRA will pay a daily flat-rate payment to compensate for loss of earnings of £65 for up to 4 hours and £130 for over 4 hours.

Expenses will be paid in line with the department's guidelines and subject to internal and external scrutiny. Where an overnight stay is required, the TRA will arrange for hotel accommodation in line with its expenses guidance.

If you are receiving a teacher's pension, appointment as a panellist will not normally affect your entitlement to it. However, if you are in receipt of a teacher's pension based on ill health, and particularly if you are in receipt of an enhanced pension with total incapacity benefit, membership of the panel could affect your entitlement. If you are in receipt of such a pension you should contact Teachers' Pensions (the scheme administrator) in writing at: 11B Lingfield Point, Darlington, DL1 1AX.

Support for schools

We appreciate the difficulties and impact of releasing a teacher to undertake panellist duties, especially when required to prepare for and attend three to five day hearings. To recognise this, the TRA will provide financial support to schools to hire a supply teacher to cover preparation time and attendance at a hearing. The school will be reimbursed up to a maximum of £250 per day.

Note that supply cover reimbursement and loss of earnings cannot both be claimed for the same hearing day.

Part three

The recruitment process

This section provides an overview of the recruitment process and how your CV and application form will be considered. Your CV and application form must be returned to the department via the Public Appointment website. The closing date for applications is Wednesday 19th February 2025.

We will work to the recruitment timetable below:

Stage One

Your application will be assessed against the essential criteria. All applicants will be notified of the outcome of their application following the application sift. For those progressing to stage two, reference requests and due diligence checks will begin at this point.

Stage Two

Online interviews are scheduled to take place between mid-March and the end of April 2025. Applicants will be contacted by officials to arrange interviews. Where an applicant is unable to attend an interview on the allocated date an alternative date will only be offered at the discretion of the interview panel.

Stage Three

At interview, you will be asked to deliver a 5-minute presentation to demonstrate how you meet the essential criteria, followed by a discussion with the panel around all criteria required for the role.

The interview panel will determine which applicants have met the requirements for the role and will make their recommendations to the Secretary of State, who will then make the final decision on any appointments to the PCP.

Stage Four

Applicants will be notified of the outcome of interviews between end of May to mid-June 2025.

Stage Five

Successful applicants to attend TRA's in person panellist induction training on 17th and 18th July 2025. The training venue is to be confirmed.

Dealing with your questions

For general queries or if you are unhappy with any aspect of this recruitment exercise, please contact the TRA Recruitment Team by email at:

TRA.RECRUITMENT@education.gov.uk or in writing at:

TRA Panellist Recruitment Team
Schools Group
Third Floor Bishopsgate House
Feethams
Darlington
DL1 5QE

Annex A

The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For further information on the seven principles and the work of the Committee on Standards in Public Life, visit the Committee's [website](#) and [blog](#)

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