



Department
for Education

Teaching Regulation Agency, Professional Conduct Panel – Panellist Recruitment 2025

Frequently asked questions

Time Commitment

Does the 12-20 days include preparation/reading time?

No. Preparation time, such as the reading of case papers for hearings is in addition to the 12-20 days sitting as a panellist.

How long do Professional Conduct Panel (PCP) hearings usually last?

Most PCP 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.

Are panels term-time and holidays, or just term-time?

PCP hearings are held throughout the year.

Are panels held virtually or in person?

The Teaching Regulation Agency (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.

How much notice do panel members get for when they will be needed?

Panellists 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. A panellist is usually given a minimum 8 weeks' notice of a case that they will be asked to sit on. There may be occasions where a panellist will be asked to sit at shorter notice, for example where another panellist is unable to sit at short notice due to illness.

Induction, training and annual appraisals

What does the training entail?

The initial training will consist of a 2-day face to face induction event. 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.

The training will include background information on the TRA and their processes, the regulations which underpin their work, and a look at what happens during a PCP hearing. TRA aim for the training to be as comprehensive and engaging as possible, and will have various presenters from the TRA itself, colleagues from across the department, and external legal colleagues. They will have sessions in relation to case law and the legal side of the process.

TRA also offer the opportunity for new panellists to observe a hearing with experienced panellists either before or after the training event. On your first hearing, you can expect to be with an experienced legal adviser and experienced panel chair.

In addition to your initial training, TRA run an annual training and engagement event and provide additional training throughout the year for all panellists.

What support is available for new panellists?

You will have access to a dedicated hearings delivery team within the TRA that can provide support and respond to any issues or concerns. They hold a panellist training and engagement event annually, which covers up to date case law and TRA updates. They also hold ad hoc training throughout the year on various topics. All panellists have the opportunity to suggest topics for further training at any time. During a panellists' appraisal, they are asked if they have any areas that they would like to be covered in training for their learning and development as panellists.

TRA also have regular contact with panellists in the form of newsletters or bulletins which set out key information. For new panellists, they will be offering a 'buddy system', which will join up a new panellist with existing panellist to hear from somebody who has experience of the role. They also encourage panellists to observe hearings if they feel if this would be beneficial to their learning and development.

Do you run a mentor scheme for panellists?

TRA don't currently have a mentor scheme for panellists. What tends to happen is that panellists in working together establish relationships themselves and use each other as sounding boards. They do offer a buddy system, as outlined above.

Are panellists appraised, who does it and how often?

In line with the department's policy on public appointments, all panellists will be required to participate in the annual appraisal process. This is to ensure that the behaviours, standards and skills required for this position are demonstrated and maintained throughout the tenure.

Senior trained departmental officials carry out the appraisals, which involves a panellist self-assessment prior to the appraisal, and observation of a panellist's performance at a hearing. The appraiser and panellist will meet following the observation to ensure the panellist receives their formal feedback, and the appraiser will identify if there are any training/development needs. Appraisers will liaise with the Teacher Misconduct Unit in relation to any disputed appraisals.

Professional Conduct Panel Hearings

What type of cases do PCPs consider?

PCPs are convened to hear and consider only the most serious allegations against teachers and then determine whether a recommendation for prohibition should be made to the Secretary of State.

Types of cases include exam malpractice; inappropriate relationships with pupils (sexual; contact via text, email, social media); inappropriate language; failing to safeguard; drinking on the school premises; the misuse of drugs; indecent images; theft.

TRA publish the findings of PCPs (and the Secretary of State's decision) on GOV.UK, you will find examples of recent hearings published here: [Teacher misconduct - GOV.UK](#)

Does a disciplinary matter in a school need to be concluded before the TRA can consider a case?

We would usually expect this to be the case, but the individual circumstances would have to be considered. The TRA will determine whether a case is ready to be referred to a PCP.

Will I be expected to chair a panel?

Each PCP will be chaired by a panellist, who is supported by an independent legal adviser. Training is provided to all panellists on how to effectively facilitate and chair a hearing. TRA determine who will act as Chair prior to the hearing and notify all parties in advance.

How are interim prohibition orders made?

As an initial step, the TRA will determine whether an Interim Prohibition Order (IPO) should be considered to prevent the subject of the referral from teaching until the case is concluded.

All cases are considered for an IPO, the Secretary of State has the power to impose an IPO if she considers that it is necessary in the public interest to do so. An IPO is likely to apply in cases where there has been a particularly serious allegation and a judgement is made that the teacher poses a real risk of harm and should not teach while an investigation is undertaken. TRA panellists do not have a role in considering IPO's.

How do review periods work?

The underpinning legislation indicates that a teacher who is being considered for prohibition can request a review period. Legislation determines that this is a minimum of 2 years. A

panel can make a recommendation to the Secretary of State in relation to a review period if it considers one to be appropriate.

What practical support does the panel have at PCP?

An independent legal adviser will provide general advice to a panel and may draw attention to relevant legal principles but will ensure that each case is judged on its own individual merits. The adviser's role is to assist a panel, but they do not play a part in its decision-making process.

Logistical support is provided by TRA. A virtual PCP is clerked by the TRA hearings delivery team, who will undertake all administrative tasks in advance of the hearing and provide administrative support to the PCP on the day, should it be required. The hearing clerk will manage the access provided to witnesses and observers in line with PCP requirements. An in-person hearing has the support of the TRA reception team in Coventry, who can provide support as required.

What preparation am I required to do before sitting on a case?

Before a hearing starts you will be provided with a bundle of case papers. The bundle will contain evidence relating to the case you will hear, and includes documents provided by both the TRA and the teacher to whom the case relates. You will be required to read this bundle of evidence before the hearing starts.

How soon before a hearing will I receive the bundle of case papers?

Usually around a week before the hearing.

What do the practical arrangements look like in terms of the delivery of bundles to panellists?

Bundles will be accessible via the panellist portal. All bundles are electronic and should not be printed.

Is time provided before a hearing for panellists to get together to decide how a case will be managed at hearing?

Yes, panellists meet on the morning of the hearing before it commences and will have the time to consider their approach to the hearing with other panellists and the legal adviser to the panel.

How do you ensure that a panel remains impartial?

Each case is considered on its own merits followed clearly defined processes. The panel is independent of the Department and the Secretary of State, and this is an important factor in the panel doing its work and making independently made recommendations to the Secretary of State for her consideration.

All panellists are asked to complete a conflict-of-interest check before hearing a case.

Remuneration

What expenses can panellists claim for in person hearings?

| Claim | Amount that can be claimed |
|--------------------|---|
| Mileage | £0.45p per mile up to 10,000 miles per year, unless agreed differently by TRA |
| Lunch & Hot drinks | You will receive a £5 voucher to purchase lunch and 2 x hot drink vouchers to purchase hot drinks |
| Evening meal | £16.75 |
| Loss of Earnings | £130 full day / £65 half a day |
| Incidentals | £5 per overnight stay |