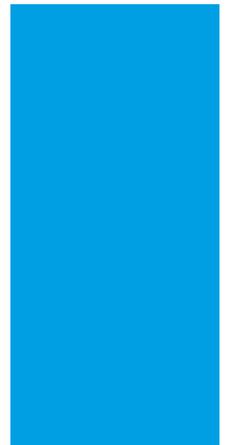




**You're not just running a school.  
You're helping to run a pension scheme.**

Academies, Free Schools and Teachers' Pensions.

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





## Welcome to the world of Teachers' Pensions.

Anyone who employs teachers is responsible for their pensions. The Teachers' Pension Scheme is one of the best tools your Academy has for attracting and retaining teachers – and unless your teachers have chosen to opt out, they're part of the scheme.

Thankfully, there's plenty of support available to help you administer the scheme. You'll find some of it online at our special Employer Hub at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) You should register to use it right away.

You'll also find guidance in the shape of your Employer Relationship Manager (ERM) and you should get in touch with them as soon as you can. Meanwhile, here's more about 'what' and 'who' you should know.

## 'What' you should know.

**Our Teachers' Pensions website [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) has a special section for employers. As you're now an employer, you need to become familiar with it.**

**However, here are five basic things you should know from the start about the scheme you now administer.**

- 1** The Teachers' Pension Scheme is a statutory occupational pension scheme and all teachers (full-time or part-time) between the ages of 18 and 75 are automatically members – unless they formally opt out.
- 2** Once your school is outside of Local Authority control, you are responsible for deducting your teachers' pension contributions from their salary and transferring them to us. As their employer, you're also responsible for paying us the employer's share of the contributions too. All of this has to happen monthly, no later than the 7th of the month following the deduction of the contributions.
- 3** Managing your teachers' questions, requests and expectations is a big part of the scheme. You won't need to know all the answers. But you'll need to know where to direct them to if you don't. We can help you with that.
- 4** Accurate and secure information management is essential. We issue teachers with their annual statements and pay their pensions using information collected and sent to us by employers. It has to be correct.
- 5** Finally, the administration of the Teachers' Pension Scheme is subject to statutory requirements, supervised by the Pensions Regulator. They have the power to impose fines on schemes and employers (and their individual managers) who fail to adhere to them.



### **A note about third parties**

Some Academies use third party providers to administer their payroll on their behalf. In some cases, they're asking the Local Authority to continue administering their payroll for them. If your school is doing this (or thinking of doing this) be aware that you're still responsible for making sure that payment slips are submitted, contributions are paid on time and any data they send is correct and is received on time.



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**Here's what happens as soon your school is granted Academy or Free School status.**

- 1** All the teachers, including part-time teachers within your school are automatically members of the Teachers' Pension Scheme. The Local Authority is responsible for the submission of leaver notifications (TR8) to Teachers' Pensions.
- 2** The pensions administrator at your Academy needs to register to use our Secure Transfer Utility (STU). This lets you communicate sensitive data between you and us. To use STU you need to register first by emailing a request to: [tpstu@teacherspensions.co.uk](mailto:tpstu@teacherspensions.co.uk)
- 3** Your Academy must provide a starter notification for each teacher, including part-time teachers using form TR6 which is available online at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) It doesn't matter whether they were employed at the school previously. Adopting Academy status means you're effectively a new establishment and we need to treat your teachers as if they've all been newly appointed.
- 4** The responsibility for deducting teachers' contributions and paying employer contributions is now yours. All payments should be recorded on a payment slip available on STU submitted by the 7th of each month (or earlier if the 7th is not a working day).

# 'Who' you should know.

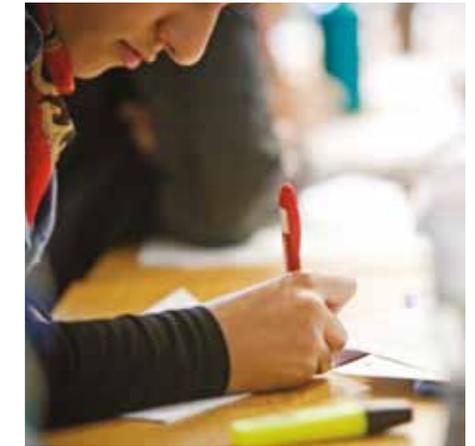
**In a word, 'us'. We're the people who run the Teachers' Pension Scheme on behalf of the Department for Education. We also help employers administer pensions on behalf of their teachers. Now you're an employer we're here to help.**

## **Your Employer Relationship Manager (ERM)**

As an employer of teachers, you should know that you have a dedicated Employer Relationship Manager to help you carry out your roles and responsibilities.

## **Five ways your ERM will help you**

- 1** They'll make sure you're up to date with the very latest information from Teachers' Pensions.
- 2** They'll discuss the best ways to support your teachers so they can use the Teachers' Pension Scheme to fulfil their individual pension requirements.
- 3** Your ERM will listen to your feedback and use your experiences to continually review and improve the service.
- 4** They'll share with you what they've learned from other employers in your position.
- 5** Finally, they'll make sure you're maximising the training services available to you.



**Get in touch with your ERM**  
They're always available by email and sometimes they'll visit you in person too. What's more, they're only ever a phone call away. To contact your ERM directly, visit the Employer Hub on our website. [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

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**Administering the Teachers' Pension Scheme takes skill and knowledge. Regular training and networking is one of the best ways to acquire both.**

**That's why you'll have easy access to the following:**

#### **Training for you**

Whether you're working in HR or Payroll, you'll have access to free training seminars in your region. Content will be tailored to the experience levels of those attending, so it will always be relevant and a good use of everyone's time.

#### **Webinars**

Free bite-sized training lasting approximately 30–45 minutes that you and your staff can access from their desks. All you need is a phone and a computer.

To find out more about our free training visit  
[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

#### **Training for your teachers**

The Teachers' Pension Scheme empowers and encourages our members to manage their own pensions wherever possible. We can provide the training to make this happen.

#### **Network meetings**

These offer a chance to get together with other employers (almost certainly including other Academies) to discuss common issues and share best practice.

#### **Before you go**

Be sure to register with the Employer Hub. Everything you'll want to know, or get access to, revolves around it. Remember to get in touch with your ERM.

And even a hand from the Prudential.

#### **Making Additional Voluntary Contributions (AVCs) through the Prudential**

One of the ways your teachers can choose to boost the pension benefits for themselves or their dependants is by making what are called Additional Voluntary Contributions. As an employer, you'll be responsible for deducting AVCs from your teachers' salaries directly to the Prudential in the same way you deduct their standard pension contributions. The difference is AVCs are sent to a third party to invest. We have a longstanding special arrangement with the Prudential regarding AVCs.

The Prudential will administer and invest AVCs on your teachers' behalf and send them benefit statements so they can see how their investments are performing. However, your teachers are not obliged to use the Prudential and are free to make their own arrangements if they want.

You and your teachers can learn more about AVCs through the Prudential at:  
[www.pru.co.uk/teachers/](http://www.pru.co.uk/teachers/)

Alternatively, you can write to them at: Prudential Life and Pensions, Teachers' AVCs, Craigforth, Stirling, FK9 4UE.

Or you can call them on:  
**0845 070 0007.**



**Your questions have answers.**

Got any questions? That's what the **Employer helpline** is for: 08453 003 756.

However, if you have questions about an individual teacher call the **Teachers' Pensions Helpline:** 08456 066 166.

**Visit us at:**

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

**Call us on:**

08456 066 166

Monday–Friday, 8.30am–6.00pm

**Write to us at:**

Teachers' Pensions  
Mowden Hall  
Darlington, DL3 9EE