

# Registration for GTAs on King's Teachers

New candidate? or have an old KTB or KCL existing profile?

Click "**register now**" button on  
Kingsteachers.kcl.ac.uk

1. Registration form (you will need a national insurance number)
2. Education history and status
3. Employee statement, student loan and bank details
4. Equality form
5. Checks (+ welcome email and other guidance)

New candidates must complete a Right to Work check  
(required so that you can start to be offered assignments)  
Email: kingsteachers@kcl.ac.uk or phone 020 3384 6492

Already have an active King's Talent Bank (KTB)  
profile?

If you already have an active profile with KTB, this profile can also be used for King's Teachers (KT). You will need to request your profile log-in is moved from KTB to King's Teachers

Request your KTB profile log-in to be moved to  
King's teachers by emailing:  
kingsteachers@kcl.ac.uk or by phoning  
020 3384 6492

If you already have an account with KTB, there are 2 ways this will be identified:

1. **If you try to register on King's teachers**, the system will know that you have a duplicate record and will inform you that you already have a profile created and tell you which email you used (the full address will not be displayed, to maintain privacy).  
or...
2. **If you log in on King's Teachers**, the system will direct you straight to your account (once the profile has been moved).

# Registration process - summary

Register by going to [Kingteachers.kcl.ac.uk](https://kingteachers.kcl.ac.uk)  
> click GTA registration button

1. Fill in registration form with personal details  
(you will need your NI number)



2. Fill in your Education history and status



3. Complete an Employee statement, supply any  
student loan details and provide your bank details



4. Fill in the Equality and Diversity form



5. Complete checks > you will now be able to log  
into King's teachers and access and edit your profile

*You can apply for a NI number using this link -  
<https://www.gov.uk/apply-national-insurance-number> or you can use  
a temporary number until you have one (hover over the ? In the form  
to see more details)*

*This is so we can match you to the correct teaching role and so that  
Hiring Managers can select candidates based upon their education*

*We need to collect information about your recent employment so we  
can get you set up properly for pay. This is typically your p45 and  
information about any student loans you may have. We must also  
have your bank account details so we can pay you*

*Your Equal Opportunity data essential. Your data means we can build  
a comprehensive picture of King's in terms of equality data.  
You can help progress equality, diversity and inclusion at King's by  
completing the form as part of your registration*

*You will receive a welcome email and other  
guidance, once you have completed registration*