

# SWC QUICK REFERENCE SHEET (DfE Requirements)

Further guidance can be found on [Kent Trust Web](#) or the [DfE website](#)

| Contract / Service Agreement  | Staff Details   |
|---|---|
| <p><b>Contract / Agreement Type</b><br/>(All staff). Values are Permanent, Fixed Term or Temporary / open-ended.</p> <p><b>Start Date</b><br/>(All staff). Start Date should be provided for all records entered.</p> <p><b>End Date</b><br/>(All staff). End Date is usually entered after the contract has been concluded. However, for Fixed Term contracts an End Date must be entered when the contract is set up.</p> <p><b>Post</b><br/>(All staff). Support staff should be recorded just as 'Support Staff' or 'Teaching Assistant'. Values for Teaching staff are – Head teacher, Deputy Head, Assistant Head, Classroom Teacher, Advanced Skills Teacher, Excellent Teacher or Advisory Teacher.</p> <p><b>Date of Arrival in School</b><br/>Date the person began their current period of continuous service at your school. In SIMS this is the Employment Start Date field.</p> <p><b>Pay Scale</b><br/>Items available for Teachers are - Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers, Excellent Teacher, Unqualified Teachers, Soulbury, National Joint Council (Local Government Services), Other. For teaching assistants and other support staff please use "Other" for those on Kent Scheme.</p> <p><b>Regional Pay Spine</b><br/>(Teachers, inc agency). Should usually be 'Rest of England &amp; Wales' but for some it may be London Fringe.</p> <p><b>Spine Point</b><br/>(Teachers, inc agency). Where the Pay Scale is Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers or Unqualified Teachers, this item should show which point of the scale a teacher is paid on, for example "Main Scale, point 1". The entry should be one of the values shown in the guidance. For Support Staff the total pay should be shown</p> <p><b>Salary Rate</b><br/>This should be the annual Salary Rate, including the scale rate and any additional payments. If any elements of the salary are safeguarded these should also be reflected in the Salary Rate. All allowances should be included as the actual amount of the payment made, so if two people shared an allowance equally then the amount to be included for each would be half of the allowance, i.e. what they actually received. Benefits in kind are not included in this figure. Out of School Learning Activity payments should be treated as any other additional payment amounts, i.e. include if the associated contract is active on the census date and the payment was made during the previous calendar year. NB: In SIMS allowances should be recorded as the Full Time amount as this will be pro rated by the system.</p> <p><b>Safeguarded Salary</b><br/>(Non- agency Teachers only). Value of "True" or "False". This item indicates if any element of the person's Salary is subject to safeguarding.</p> <p><b>Daily Rate</b><br/>(Agency staff only). This indicator shows if the school or LA is paying a daily rate to another party, such as a Supply Agency, for a member of staff. If set to "Y" (for yes) then there is no need to provide the Salary Rate and other details. However if set to "N" (for no) then the Salary details should be provided.</p> <p><b>Destination</b><br/>Destination can be captured only once the person has concluded their contract. Arrangements should be made via normal procedures, such as an exit interview, to obtain this information. There may be cases where this information cannot be obtained, codes exist for these circumstances</p> | <p><b>Teacher Number</b><br/>(All staff). 7-digit Reference Number that is allocated to all teachers with QTS, people who enter their final or only year of teacher training but who do not qualify, people working towards QTS on employment based training schemes, and also those without QTS who participate in the Teachers' Pension Scheme.</p> <p><b>OTT</b><br/>Indicates if the teacher is an Overseas Trained Teacher. This is a True or False field.</p> <p><b>Family Name</b><br/>(All staff). The full Family Name (Surname) of the staff member.</p> <p><b>Given Name</b><br/>(All staff). The Given Name in full, not shortened or familiar versions (Forename, Middle Name). More than one given name can be entered for each staff member.</p> <p><b>Former Family Names</b><br/>(Non-agency Teachers / Teaching Assistants). More than one can be entered, if known.</p> <p><b>Gender</b><br/>(All staff). Values are - 0 (Not Known), 1 (Male), 2 (Female), 9 (not specified).</p> <p><b>Date of Birth &amp; NI Number</b><br/>(All staff). Every effort should be made to resolve temporary NI numbers prior to running the Census as they will be queried by the validation.</p> <p><b>Ethnic Code and Disability Code</b><br/>(All staff). The categories to be used are shown on in the guidance. (NB White is no longer valid and must be changed).</p> <p><b>QT Status</b><br/>(All teachers, inc agency and teaching assistants). Value of "Yes" or "No".</p> <p><b>HLTA Status</b><br/>(All non-agency staff). Value of "Yes" or "No". But only where they have achieved HLTA accreditation.</p> <p><b>QTS Route</b><br/>(All teachers, inc agency). Not required for those with QTS (∴ do not backfill for existing staff). Teachers without QTS at the time of the census, who are on an employment based route, excluding School Centred Initial Teacher Training (SCITT), should be allocated to the route or programme they are undertaking using the list in the guidance.</p> |
|   | <p><b>Absence</b></p> <p><b>First Day</b><br/>(Not for support staff). Please note that although this should normally be the first working day of the absence, it is permissible for this to be recorded as a non-working day. For example if someone who works only Wednesday through Friday informed the school on Monday that they would not be in work on the Wednesday, the school could record Monday as the first day of absence. However, it is important that the Working Days Lost accurately records the number of working sessions missed as a result of the absence. Required for the whole academic year Sep-Aug.</p> <p><b>Last Day</b><br/>(Not for support staff). As with the First Day this may or may not be a normal working day for the staff member. For example, someone who works Monday through Wednesday and has been absent sick could inform the school on Friday that they are well enough to return to work on the following Monday, the school may record Friday as the last day of absence. The Last Day will be the same day as the First Day for a single day's absence. Where a Fit Note is provided the last day is the final day the Fit Note is valid for.</p>   |

If there is a change of post within the same school, there is an entry within the code set of "Not Applicable - Change of Contract". Information should be sought from September 2009 onwards.

#### Origin

Origin should show where the person was employed, or in some cases what the person was doing, immediately prior to taking up post. This can be entered at the same time as the contract details are entered. Information should be sought for new starters or any change of post from September 2009 onwards. There is a new code "Not Applicable – Change of Contract".

#### Role Identifier

(All staff). The census allows multiple Roles to be shown per Contact / Service Agreement, and at least one must be provided. See the guidance notes for a full list of roles. For teachers, any of the Roles listed in the guidance may be used for all or part of his/her contract. However teaching roles will normally be from the roles given in the guidance notes. NB in SIMS, staff who are paid on TMS or UPS must have at least 1 role of Class Teacher.

#### Hours worked per week

The number of hours worked in a normal week is required for each role, for staff whether full-time or part-time, excluding occasional and support teachers. See the guidance notes for further explanation.

#### FTE Hours per week

The number of hours per week that the person will work if they are full-time. For Teachers this will normally be 32.5 hours for support staff this would be 37 hours. See the guidance notes for further explanation.

#### Weeks per year

For the Census this will be rounded to the nearest number of whole weeks. Regular teachers are normally contracted for 52 weeks per year; however both teachers and support staff may be contracted for a different number of weeks. 'Weeks per year' is the number of weeks for which the staff member is **paid**, including any paid holiday, but where payment for contracted hours is spread over the whole year, it is the contracted hours that need to be entered. For example, if someone is on a term-time only contract for 38 (**plus** their holiday entitlement) weeks per year but receives their pay in 12 equal monthly instalments, it is 43 weeks (for example) not 52 that should be entered.

#### Category of Additional Payment

Record all additional payments that a person receives as part of their contract. Allowance types are detailed in the guidance notes.

#### Additional Payment Amount

Annual amount of the payment.  
One-off payments should show the amount in full.

#### Working Days Lost

(Not for support staff). This is reported in days and should be to the nearest half day. This data item must be supplied for sickness absence only for both full- and part-time teachers. In some circumstances a full-time member of staff may be absent for part of the working day or working week only. In such cases Working Days Lost can be given to the nearest half day. Please see the guidance notes for more information.

#### Absence Category

(Not for support staff). Absence should be recorded against one of the following categories: Maternity /Paternity leave, Sickness, Unauthorised absence, Unpaid authorised absence, Secondment, Acting up (if change approved), Paid absence for public duties, Other paid authorised absence, e.g. compassionate leave. Examples of activities or circumstances that are not counted as absence are: taking part in activities such as field trips or days that are non-working days under a person's contract. PPA time should not be recorded as an absence.

### Curriculum (for Secondary Schools)

#### Subject Code

(Not for support staff). This should be one of the standard subject codes (e.g. MAT = Mathematics). A full list of subject codes is shown in the guidance. These subject codes should be in the timetabling software, but a timetable coordinator may need to map entries on the timetable to these codes. Please see guidance notes for a further explanation.

#### Hours

(Not for support staff). The number of hours in a typical week that the teacher/teaching assistant is timetabled to teach the Subject to the stated NC Year Group.

#### NC Year Group

(Not for support staff). This should refer to the National Curriculum Year Group to whom the lesson would normally be taught rather than the age of pupils. For example, if a group of year 10 pupils are on an accelerated GCSE course and timetabled for study that is final year GCSE, this lesson should be shown as year 11. Similarly Year 12 should refer to pupils studying AS levels and Year 13 to pupils studying for A2s

### Qualification (NQF 4 or higher)

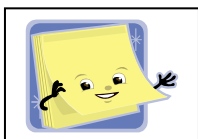
#### Qualification Code

Please use one of the values given in the guidance notes.

Subject Code 1 and Subject Code 2 (optional)  
See the Guidance Notes for more information.

New codes have been added for the November 2011 Census together with 5 SEN Qualifications

The Teacher Vacancy Module, Occasional Teacher and 3<sup>rd</sup> Party Support Staff Modules need to be completed on the Census Reference Date.



**NB: Although the SWC does not require all the information for all staff, KCC are encouraging schools to record as much information as possible to ensure that their school records are complete. The software has been designed to extract the appropriate information for the Census.**