

# School Workforce Census - Data Collection Sheet

## Secondary

**IMPORTANT GUIDANCE** - Some fields may not apply to you; this will depend on your role / post within school, please see the table overleaf prior to completing this sheet. If a field is not applicable to you; please state NOT APPLICABLE (please do not leave fields blank as your form may be classed as incomplete and returned to you)

### Basic Staff Details

Given Name (Forename):

Gender: Male  Female

Family Name (Surname):

Date of Birth:

Previous name history:

Ethnicity<sup>1</sup>:

Former family name(s) (previous surnames)	Date changed
1	
2	

Teacher No (7 digits):

National Insurance No:

QT Status: Yes  No  N/A

HLTA Status: Yes  No  N/A

QTS Route<sup>2</sup> (current trainee teachers only):

### Contract or Service Agreement Details

#### **Contracts & Pay Information:**

Contract Type <sup>3</sup>	Start Date	End Date	Origin <sup>3a</sup> (pre current contract)	SWR Post <sup>4</sup>	Role e.g Bursar

FTE Hours / Week (refer to pay slip)	Hours / Week	Weeks / Year	Safeguarded Salary (pay protected) Yes <input type="checkbox"/> No <input type="checkbox"/>

Salary Rate (Annual)	Pay Scale <sup>5</sup>	Daily Rate (Agency Teachers/ Non-Teaching Staff) Yes <input type="checkbox"/> No <input type="checkbox"/>	Spine Point <sup>6</sup> e.g M5 (Teaching Staff only)	Date of Arrival in School (could differ from Contract Start Date)

#### **Allowances:**

Category of Additional Payment <sup>7</sup>	Additional Payment Amount (Annual Figure)

### Curriculum:

Subject Taught	Hours (Weekly)	NC Year Group (ie Year 7,8,9 etc or X - Nat Curr not followed or M - mixed yr grp)

### Qualifications:

Qualification <sup>8</sup>	Subject Qual 1 eg. Physics	Subject Qual 2 eg. D&T Resist. Mat.	Verified (Office Use) Yes <input type="checkbox"/> No <input type="checkbox"/>

#### **Paper Copy**

Completed by ..... Date .....

Entered into MIS

Completed by ..... Date .....

**IMPORTANT**  
Please read before  
completing the data  
collection sheet

	Teachers in regular service	Agency/SA teachers in regular service	Teaching Assistants	Other support staff
<b>Staff Details</b>				
Teacher Number	√	√	√	√
Family Name	√	√	√	√
Given Name	√	√	√	√
Former Family Names	√	√	√	√
NI Number	√	√	√	√
Gender	√	√	√	√
Date of birth	√	√	√	√
Ethnic Code	√	√	√	√
QT Status	√	√	√	√
HLTA Status	√	√	√	√
QTS Route	√	√		
<b>Contract / Agreement</b>				
Contract/Agreement Type	√	√	√	√
Start Date	√	√	√	√
End Date	√	√	√	√
Post	√	√	√	√
Date of Arrival in School	√	√	√	√
Pay Scale	√	√	√	√
Spine Point	√	√	√	√
Salary Rate	√	√	√	√
Safeguarded Salary	√			
Daily Rate		√	√	
Origin	√	√	√	√
Role Identifier	√	√	√	√
Hours worked per week	√	√	√	√
FTE Hours per week	√	√	√	√
Weeks per year	√	√	√	√
Category of Additional Payment	√	√	√	√
Additional Payment Amount	√	√	√	√
<b>Qualification</b>				
Qualification	√	√	√	√
Subject 1	√	√	√	√
Subject 2	√	√	√	√
Verified	√	√	√	√

“Teacher” means ...

those paid according to teachers' pay and conditions, whether employed by the school (aided schools) or the LA.

“Support staff” means ...

Teaching Assistants, for learning and pupil support (HLTAs, Teaching assistants, Special needs support staff, Minority ethnic pupils support staff, Bilingual assistants and others).

Other support staff (Librarians, IT Technicians, Technicians, Admin officers / secretaries, Business Managers and Other admin / clerical staff, premises staff, catering staff, matrons / nurses / medical staff)

Ethnicity <sup>1</sup>

WBRI	White, British
WIRI	White, Irish
WOTH	White, any other White Background
MWBC	Mixed, White and Black Caribbean
MWBA	Mixed, White and Black African
MWAS	Mixed White and Asian
MOTH	Mixed, any other mixed background
AIND	Asian or Asian British, Indian
APKN	Asian or Asian British, Pakistani
ABAN	Asian or Asian British, Bangladeshi
AOTH	Asian or Asian British, Any other Asian Background
BCRB	Black or Black British, Caribbean
BAFR	Black or Black British, African
BOTH	Black or Black British, Any other Black background
CHNE	Chinese
OOTH	Any other ethnic background
REFU	Did not wish to be recorded

QTS Route <sup>2</sup>

ACEG	Annual College Exit - Graduate course
ACEP	Annual College Exit - Post graduate course
OTTP	Overseas Trained Teacher Programme
RTPR	Registered Teacher programme
GTPR	Graduate Teacher Programme
TFST	Teach First programme
RECG	Mutual Recognition from NI, Scotland or the EU
FLEX	Flexible Routes

Contract / Agreement Type <sup>3</sup>

PRM	Permanent
FXT	Fixed Term
TMP	Temporary / open-ended
SLA	Service Agreement with Local Authority
SAG	Service Agreement with Agency
SOT	Service Agreement with other source

Contract / Origin <sup>3a</sup>

1STIMM	First employment in teaching – immediately after training
1STAFT	First employment in teaching – not immediately after training
1STEBR	First employment in teaching – employment based teacher training
TCHLEA	Teaching post within the LA sector (school or central staff) in England or Wales
TCH6TH	Teaching post within a Sixth form college in England or Wales
TCHIND	Teaching post within an independent school in England or Wales
TCHFHE	Teaching post within a University, FE/HE college in England or Wales
OTHEDU	Other education post in England or Wales
TCHSNI	Teaching post in Scotland or Northern Ireland
OTHSNI	Other education post in Scotland or Northern Ireland
TCHFOR	Teaching post outside the UK
OTHFOR	Other education post outside the UK
EMPPUB	Non-education employment – public sector
EMPSLF	Non-education employment – self-employment
EMPOTH	Non-education employment – other employment
UNEMPL	Unemployed and seeking work
FAMBRK	Break for family reasons
OTHBRK	Other break
OTHERR	Other
NOTKNW	Not known

SWR Post <sup>4</sup>

HDT	Headteacher
DHT	Deputy head
AHT	Assistant head
TCH	Classroom teacher
AST	Advanced Skills Teacher
EXL	Excellent Teacher
SUP	Support staff
AVT	Advisory Teacher

Pay Scale <sup>5</sup>

LD	Leadership
TE	Teachers
TU	Teachers Upper
AS	Advanced Skills Teachers
EX	Excellent Teacher
UQ	Unqualified Teachers
SO	Soulbury
NJ	National Joint Council (Local Government Services)
OT	Other

Spine Point (Ranges) <sup>6</sup>

M1 – M6	Main Scale Range
U1 – U3	Upper Pay Scale Range
L1 – L43	Leadership Spine Range
AST1 – AST18	Advanced Skills Teacher Spine Range
UNQ1 – UNQ10	Unqualified Teachers Spine Range

Category of Additional Payment <sup>7</sup>

MAL	Management Allowances
TLR	Teaching and Learning Responsibility Payments
RAR	Recruitment and Retention
SEN	SEN Allowances
ACT	Acting
RES	Residential duties
INS	INSET
OOS	Out of School Activities
RCP	Recruitment Incentive (Pay)
RCC	Recruitment Incentive (One Off Payment)
RCA	Recruitment Incentive (Other)
WEL	Welcome Back
GTC	GTC subscription
UQT	Unqualified Teachers
OTH	Other

Qualification <sup>8</sup>

PGCE	Post-graduate Initial Teacher Training Qualification (e.g. PGCE)
MAST	Masters Degree
DOCT	Doctorate
BEDO	BEd or other first degree combined with teacher qualifications
FRST	Other First Degree or equivalent
CTED	Certificate in Education or equivalent
NVQ4	Any other qualification at NVQ level 4 or equivalent
NNUK	Non-UK teaching qualification