

## School Workforce Census (SWF)

### Wiltshire Council Update

Vol 8

I am the new Workforce Analyst at Wiltshire Council taking over the School Workforce Census. Much has changed to the School Workforce Census since my coming here, most notably the change to a full annual return; this is meant to ease the workload for both Schools and the Local Authority. If you need any support on the project please do not hesitate to contact me.

Regards

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#### 1. Census Date

The workforce census date is Thursday 4<sup>th</sup> November 2010. COLLECT will be ready to upload returns from this date and is open until 10<sup>th</sup> December.

#### 2. Annual Return

This is the first annual return and is compulsory for all schools in Wiltshire. Being an annual return this means a combination of the:

- 618g,
- School Census staffing elements,
- Secondary Schools' Curriculum and Staffing Survey (SSCS),
- Office of Manpower Economics (OME),
- Annual survey of Teacher Resignations and Recruitment by the National Employers Organisation for School Teachers (NEOST)

All the information previously required for these separate surveys is necessary for the School Workforce Census. Please see section 4 below for a brief outline or follow the link below for more information on what data is needed to be returned for the annual School Workforce Census;

<http://www.teachernet.gov.uk/docbank/index.cfm?id=14710>, open or save the document for future reference. This is a very important document and should be read by all Schools to further familiarise yourselves with the new changes and what data is needed for the annual return.

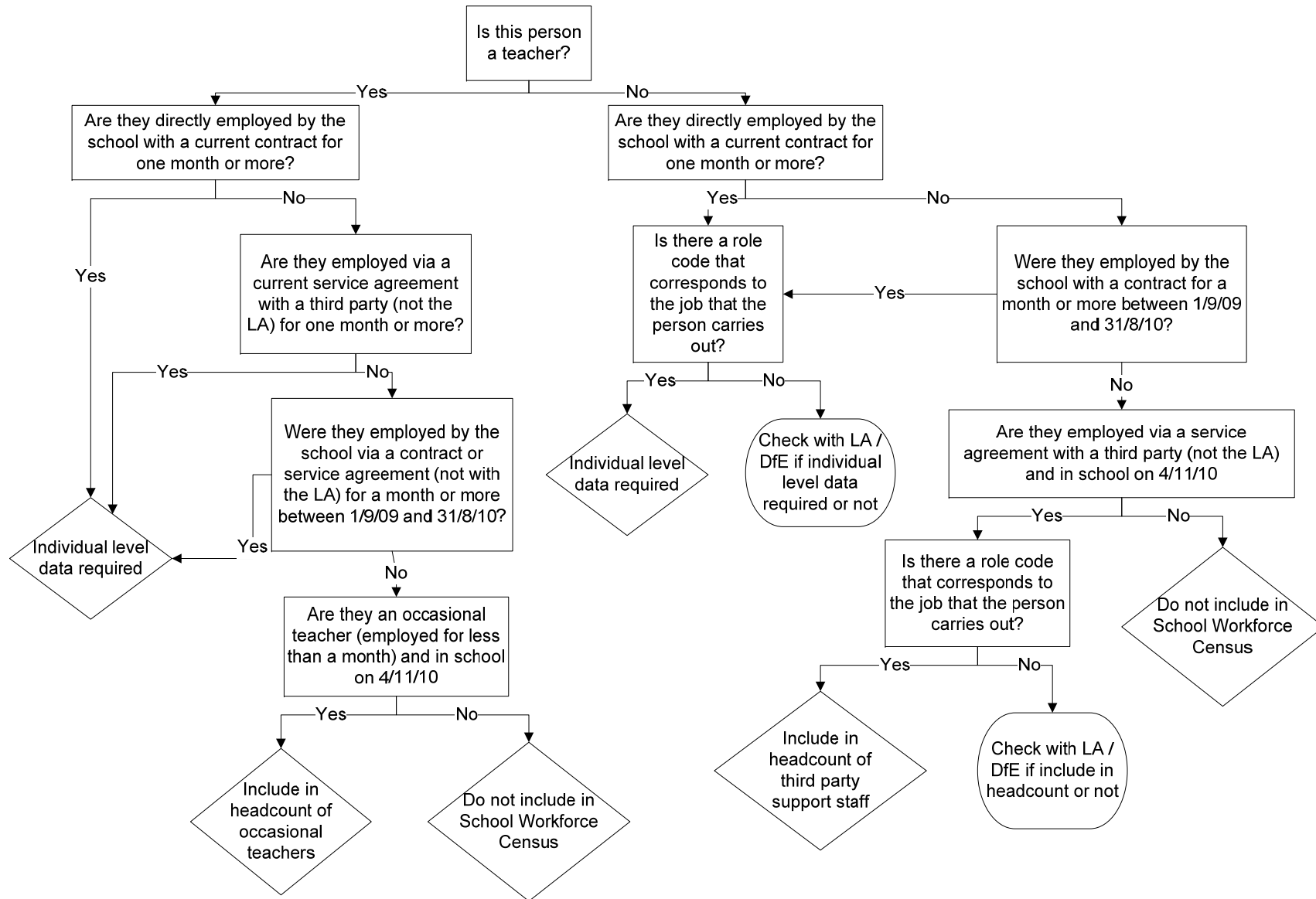
There are benefits to both Schools and Local Authorities (LAs) from this rationalisation, both in terms of reduced effort to provide the data and in terms of being able to undertake analyses within and across these data sets for added value.

### 3. Main Changes since the Spring 2010 Census

- One collection per year, in the Autumn.
- Some data items have now been classified as optional for some categories of staff; for further clarification of the optional items of data please see section 3.1 in the following link, <http://www.teachernet.gov.uk/docbank/index.cfm?id=14710>, open or save the document for future reference. These are data items that are not required for the School Workforce Census but schools may wish to hold them.
- Temporary Teacher Numbers should not be submitted. If a Teacher Number is not available, then the field should be left blank and a note put against the query in COLLECT to explain why.
- Post and role identifier of Executive Head (EH) has been introduced to identify those head teachers who lead two or more schools in a federation or other partnership arrangement. Only the school holding the contract for the executive head are required to submit information on them in their return.
- Total pay needs to be provided for teachers if complete details of pay scale, regional pay scale and spine point are not provided.
- Advice for dealing with staff acting up within the same school has changed. The Department's preference would be for contract information on the acting up post, not the substantive post, to be returned. So for example if a deputy Head Teacher was acting up to the role of Head Teacher, preference would be for contract information on the Head Teacher role.
- Absence information is collected for the previous academic year, defined as 1 September 2009 to 31 August 2010.
- Absent on Census Day no longer needs to be provided.
- Whether or not a qualification has been verified no longer needs to be provided.
- The advice on what to record when it is not relevant to provide a subject code for vacant posts in special schools has changed. "Not Applicable" should be recorded in the subject code rather than "SEN".
- The advice on what is considered to be a temporarily filled post has changed to bring it in line with the guidance used for the Form 618g. A post is considered temporarily filled if it is covered by a teacher on a contract of at least one term (A third of an academic year) and no more than an academic year, except if the incumbent is on recognised long term absence, eg sick leave, maternity leave, other paid leave, training or secondment.

4. Flow Diagram of What Information is Needed

Flow diagram to help schools and local authorities decide which school employed staff should be included in the School Workforce Census  
 Note that roles or contracts for staff working in extended services or engaged only in the One to One Tuition Programme are not required.



## 5. SIMS.NET

The latest SIMS.NET update is now available and can be accessed using the following link; <http://www.capitaess.co.uk/home/index.asp>, and view the SIMS.net Summer main release v7.132 and be aware of the Summer 2010 Main Release v6.132 if applicable.

As the Summer main release v7.132 is an essential upgrade for all schools and must be taken in order to complete the School Workforce Census.

## 6. COLLECT

The COLLECT familiarisation site is now up for anyone looking to practise and test the quality of their data before the site goes live. The familiarisation site can be accessed using the following link;

<http://www.teachernet.gov.uk/management/ims/datacollections/swfc/pilot/2010userguide/>. Or:

<https://datauat.dcsf.gov.uk/SchoolWorkforceFamiliarisation/login.aspx>

The COLLECT site will go live on the first Thursday of November, 4 November 2010, and will stay open until 10 December 2010. The live site can be accessed using the following link;

<https://data.education.gov.uk/COLLECTPortalLive/MainPage.aspx>.

## 7. Important Documents to Consider

- <http://www.teachernet.gov.uk/docbank/index.cfm?id=14710>
- [SWFC List of Code Sets](#)
- [SWFC complete list of JAC Codes](#)