

# **Preparing for the School Workforce Census 2023 Return**

**applicable to 7.212 onwards**

**Preparation Guide**

*NOTES: The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Workforce Census Return.*

*This guide covers the preparations required for the School Workforce Census only.*

## School Workforce Census 2023 Return Preparation Check List

Use this check list to record the completion of each preparation task.

| Complete                 | Task Description   |
|--------------------------|--|
| <input type="checkbox"/> | Check with your System Administrator/Manager to ensure that you have the appropriate permissions to run the School Workforce Census and record associated data (please see <i>Setting SIMS Permissions</i> on page 2).                               |
| <input type="checkbox"/> | Upgrade to the SIMS 2023 Summer Release (version 7.212) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page 3).   |
| <input type="checkbox"/> | Apply the School Workforce Census licence, if not already applied (please see <i>Applying the School Workforce Census Licence</i> on page 3).  |
| <input type="checkbox"/> | Check with your System Administrator/Manager to ensure that the latest version of the fileset (i.e. revised files for validation and reports) has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 7). |
| <input type="checkbox"/> | Import the latest service term definition provided by your LA/support team, if applicable (please see <i>Importing Service Term Definitions</i> on page 11).   |
| <input type="checkbox"/> | Import the latest pre-defined report definitions into SIMS (please see <i>Importing Pre-Defined Report Definitions</i> on page 12).  |
| <input type="checkbox"/> | Check all personal details of all applicable members of staff to ensure that they are current and accurate (please see <i>Checking/Editing Personal Details</i> on page 19).   |
| <input type="checkbox"/> | Check the professional detail of all applicable members of staff to ensure that they are current and accurate. Ensure that the teacher status has been selected (please see <i>Checking/Editing Professional Details</i> on page 24).                |
| <input type="checkbox"/> | For a Newly Qualified Teacher (NQT), also known as Early Career Teacher (ECT), ensure the applicable induction year is specified (please see <i>Checking/Editing Professional Details</i> on page 24).   |
| <input type="checkbox"/> | Check the employment details of all applicable members of staff to ensure that they are current and accurate (please see <i>Checking/Editing Employment Details</i> on page 26).   |
| <input type="checkbox"/> | Ensure that the <b>Latest Pay Review Date</b> is recorded for all teachers with contracts or service agreements (please see <i>Editing Contract Details - Pay Scales</i> on page 30 and <i>Editing Service Agreement Information</i> on page 34).    |
| <input type="checkbox"/> | Ensure that duplicate teacher/support staff records are not included in the return (please see <i>Excluding Teacher/Support Staff Records from the Return</i> on page 37).   |
| <input type="checkbox"/> | Ensure service term definitions are correct and make any required edits (please see <i>Reviewing Service Term Definitions</i> on page 37).   |
| <input type="checkbox"/> | Ensure that the correct <b>SWC Post</b> is selected to avoid validation error 4410 from being triggered (please see <i>Checking/Editing the SWC Post</i> on page 41).  |

| Complete                 | Task Description  |
|--------------------------|---|
| <input type="checkbox"/> | Map subject codes to DfE subject codes (please see <i>Mapping Subjects to DfE Subject Codes</i> on page 43). <b>Applicable to Secondary and All-Through schools only.</b> |
| <input type="checkbox"/> | Review school details and ensure that they are current and correct (please see <i>Checking Establishment Details</i> on page 15).   |

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# 01 | Getting Started

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## Introduction to the School Workforce Census

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Workforce Census 2023 Return, which this year takes place on Thursday 3 November.

The School Workforce Census 2023 Return is required to be run by English schools in the maintained sector. These include Community, Foundation, Voluntary Aided and Voluntary Controlled schools, as well as Academies, Free Schools and Pupil Referral Units.

*NOTES: The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Workforce Census Return.*

*This guide covers the preparations required for the School Workforce Census only.*

## How has the School Workforce Census Changed since Last Year?

The School Workforce Census 2023 Return includes the following changes:

### Key Dates for the School Workforce Census 2023

- Census date: 02/11/2023
- Absence collected from 01/09/2022 to 31/08/2023
- Continuous Contracts collected from 01/09/2022 to 02/11/2023.

### Updates for the School Workforce Census Returns

Please refer to the [Preparing for the School Workforce Census 2023 Return](#) support article for changes that have been made to SIMS7 version 7.212.

## Overview of the School Workforce Census Process

The following list provides a brief outline of the steps involved in producing the School Workforce Census 2023 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check that the data is up-to-date.

1. Upgrade to the SIMS 2023 Summer Release (7.212) or later.
2. Check, then amend the School Workforce Census settings, if required (please see *Changing the School Workforce Census Settings* on page 3).
3. Carry out one or more dry runs to identify any errors that may exist in your data.
4. Ensure that the relevant workforce and school data exists in SIMS and that it is complete and correct (please see *Preparing School Level Information* on page 15).
5. Create and validate the return.
6. Resolve any validation errors/queries then validate the return again.  
Repeat the resolving of errors/queries and creating and validating the return routine until you are satisfied that the content of the return is correct.  
The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.
7. Provide the Head Teacher with the latest copy of the reports to enable them to check the details and to authorise the return.
8. Submit the return to your Local Authority or upload the return to the DfE via the COLLECT website.



### Additional Resources:

*Producing the School Workforce Census 2023 Return* handbook

## Setting SIMS Permissions

The following permissions are applicable to users who deal with returns.

### Permissions Required to Run and Edit the Return

To run and edit the School Workforce Census, you must be a member of both of the following user groups in System Manager:

- Returns Manager
- Personnel Officer.

Having these permissions also enables you to correct data related to vacancies, staff and any curriculum information (if applicable) that fails validation.

## Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide. To access the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**.

## Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

The SIMS Permissions spreadsheet describing the numerous permissions available in SIMS is available on the support portal ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036819](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036819)).

## What Version of SIMS is Required?

To run the return, you must have the SIMS 2023 Summer Release (7.212) or later installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**.

The version should read 7.212 or later.

## Applying the School Workforce Census Licence

**Applicable to schools using SIMS Personnel in read/write mode**

A patch is available from SOLUS (Patch ID 11118) to license the SIMS School Workforce Census functionality.

The patch needs to be applied only once. If you have applied the patch in the past, it is not necessary to re-apply it for this year's return.

## Changing the School Workforce Census Settings

The Returns Manager can change the School Workforce Census settings by selecting the data to be included in the return. These settings are preserved when SIMS is upgraded but can be edited by users with Returns Manager permissions, if required.

Changes to the settings may be required if:

## 01 | Getting Started

- your school does not record contract/service agreements, as these are provided by your Local Authority. Some Local Authorities may supply contract details from an HR/Payroll system.
- SIMS Personnel is not used to record contract/service agreements but they are recorded in a different system.
- the editing of Base Pay is required before the pay details are collected for the return.

1. Select **Tools | Statutory Return Tools | School Workforce Census Settings** to display the **School Workforce Census Settings** page.

School Workforce Census Settings

Save Undo

Data to be Exported by Default Settings have been populated by School

| Staff Workforce Area  | School Area  |
|---|--|
| <input checked="" type="checkbox"/> Staff Details             | <input checked="" type="checkbox"/> Vacancies                          |
| <input checked="" type="checkbox"/> Contract Details          | <input checked="" type="checkbox"/> Occasional Teachers Information    |
| <input checked="" type="checkbox"/> Service Agreement Details | <input checked="" type="checkbox"/> Agency / Third Party support staff |
| <input checked="" type="checkbox"/> Absences                  |  |
| <input checked="" type="checkbox"/> Curriculum                |  |
| <input checked="" type="checkbox"/> Qualifications            |  |
| <input checked="" type="checkbox"/> Allow editing of Base Pay |  |

2. Ensure that the check box(es) associated with the data item(s) you want to be included in the return by default are selected.

*NOTES: Staff details are always collected in the return. The **Staff Details** check box is displayed for information purposes only and cannot be deselected.*

*The **Curriculum** check box is displayed for Secondary schools only. If selected, curriculum details for Teachers and Teaching Assistants is included in the return by default.*

*An option to **Allow editing of Base Pay** before the pay details are collected is also available. If this option is selected, the **Pay Details** panel is displayed on the **School Workforce Census Details** page when creating the return (via **Routines | Statutory Return Tools | School Workforce Census**). The panel displays the calculated values of **Base Pay** for each school workforce member of staff. The values can be edited, if required.*

*If the **Allow editing of Base Pay** check box is deselected, the **Pay Details** panel is not displayed when the census is run and the calculated values are collected by default.*

3. If any settings have been changed, click the **Save** button.  
The message displayed at the top right-hand side of the **Data to be Exported by Default** panel changes from **Settings have been preserved** to **Settings have been populated by School**.

The selected data items are reflected in the read-only **School Workforce Census Settings** panel (**Routines | Statutory Returns | School Workforce Census**). If any additional changes are required to these settings, they must be made using the process documented in this section.



# 02 | Importing Files and Definitions

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## Importing Revised Filesets for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS (between releases) by the Personnel Officer, Returns Manager or System Manager.

*NOTE: Use of the Import Fileset routine between releases is not always required. If updated files are available for import, a notification is displayed on the support portal ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0035899)).*

Revised files can be:

- downloaded from the support portal ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0035899)) to a folder of your choice.

The files available for download from the portal are zipped. Once the zip file is downloaded it should be unzipped to a folder of your choice. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

**IMPORTANT NOTE:** Ensure that the Document Management Server (DMS) is configured correctly before attempting to import the files.

## 02| Importing Files and Definitions

- authorised and deployed to schools via SOLUS3. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

**IMPORTANT NOTE:** In SOLUS3, administrators must ensure that the SIMS user details (SIMS username and password) and SIMS database are set up in **Targets**.

For more information, please refer to the *SOLUS3 for Local Authorities* handbook.

**TIP:** To check which version of the fileset is currently in use, select **Routines | Statutory Returns | School Workforce Census** to display the **Census Return** browser. The **Validation Fileset ID** is displayed in the browser header.

### Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to http and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.



#### Additional Resources:

*Setting up and Administering SIMS* handbook

### Importing the Revised Files

1. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page, where the current fileset number is displayed.

2. Click the **Browse** button to display the **Open** dialog.

- Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>\_Fileset.mfs.

**IMPORTANT NOTE:** *If more than one MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.*

- Highlight the file then click the **Open** button. Alternatively, double-click the required MFS file to return to the **Import Fileset** page.

**NOTE:** *The following graphics show example data only.*

**1 Fileset**

Current Fileset Number is 2200

Choose Fileset: C:\2200-StatutoryReturns-Autumn 2022\_Fileset.mfs

Selected Fileset

| Number: | Release Date | Title:   |
|---------|--------------|--|
| 2200    | 04/08/2022   | Install files required for the Autumn 2022 Statutory Returns |

**Purpose:**  
Fileset containing all files required to produce the returns included in the Summer 2022 release

Ready to import

Import Fileset

Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and the fileset description (**Title**).

- Click the **Import Fileset** button to import the fileset into the DMS. When the import process is finished, **Import successful** is displayed at the bottom left-hand side of the **Fileset** panel and you are advised to restart SIMS. This ensures that the newly imported data will take effect.
- Click the **OK** button, then restart SIMS.
- Run the return in the usual way.

 **Completed**

## Importing Lookup Files

Lookups that are defined by your LA or Local Support Team can be imported into SIMS for use with the staff-related functionality. If you are importing a file from your LA or Local Support Team, save the file and the matching signature file to an appropriate location on your computer before beginning the import process.

**IMPORTANT NOTE:** *It is no longer necessary to import the **CCS\_Base\_Lookups** because they are now updated automatically as part of the SIMS upgrade.*

## 02| Importing Files and Definitions

1. Select **Tools | Lookups | Import Lookups** to display the **Import Lookups** page.

**Import Lookups**

Import

1 Select File 2 Lookups present in the file 3 Lookup values present in the file 4 Exception Log

**1 Select File**

File Name

**2 Lookups present in the file**

| Lookup Code | Lookup Description | Lookup Mode |
|-------------|--------------------|-------------|
|-------------|--------------------|-------------|

**3 Lookup values present in the file**

| Code | Description | Active | System | Display Order |
|------|-------------|--------|--------|---------------|
|------|-------------|--------|--------|---------------|

2. Click the **Select File** button to display the **Open** dialog.
3. Navigate to the location of the **.ZIP** or **.XML** file, highlight it then click the **Open** button to populate the **Lookups present in the file** panel.

**IMPORTANT NOTE:** Both the file and its matching signature file must be saved to the same location.

4. To view the lookup values present in the file, highlight the required lookup. The values are then displayed in the **Lookup values present in the file** panel.
5. To import the lookups, click the **Import** button.  
If no problems are found, the lookups file will be imported into SIMS. These lookups are available for use once SIMS has been restarted.

**NOTE:** This applies to all users in SIMS at the time that the lookups are imported.

Any errors in the **.ZIP** or **.XML** file that prevent it from being imported successfully are displayed in the **Exception Log** panel.

**NOTE:** A faulty lookup does not prevent the other lookups from being imported, although other errors may.

6. To save a copy of the Exception Log in **.TXT** format, click the **Save** button to display the **Save** dialog. Select a location, enter the required filename and click the **Save** button.

- To print a copy of the **Exception Log**, click the **Print** button.

**IMPORTANT NOTE:** Any changes made are not visible until all users, including yourself, have restarted SIMS. If users proceed to run the School Workforce Census without restarting SIMS, an error message is displayed.



## Importing Service Term Definitions

If your LA or Local Support Team has provided you with a service term definitions file, which includes Superannuation Schemes, National Insurance Rates, service terms, etc., it should be imported into SIMS. The file may require editing after import.

- Save the service term definitions file and the matching signature file sent by the LA or Local Support Team to an appropriate location on your computer.
- Select **Tools | Staff | Pay Related Import** to display the **Import Service Terms** page.
- Click the **Select File** button (adjacent to the **File Name** field) to display the **Open** dialog.
- Navigate to the location of the .XML file, highlight it and then click the **Open** button to populate the **Service Terms** and **Superannuation Schemes** panels.

**Import Service Terms**

Import

1 Select File   2 Service Terms   3 Superannuation Schemes   4 Exception Log

---

**1 Select File**

File Name:  Select File

---

**2 Service Terms**

| Code | Description             |
|------|-------------------------|
| AB   | P/T Admin Assistant     |
| AR   | Auto Reconciliation     |
| AT   | Advanced Skills Teacher |
| CB   | Site Services           |
| CC   | Teaching Assistant      |
| CD   | Caretaker               |
| DB   | Community Worker        |
| EB   | Cleaner                 |
| EF   | Class Assistant         |
| EJ   | Instructors             |

---

**3 Superannuation Schemes**

| Code | Description                    |
|------|--------------------------------|
| CARE | Caretaker                      |
| INST | Instructors                    |
| LD   | Leaders Superannuation         |
| LGSA | Local Authority Superannuation |
| NONE | none                           |
| SERO | SERPS                          |
| SNT  | Spec Needs Teachers            |
| TEAC | Teachers Superannuation        |
| TU   | Teachers Upper                 |

---

**4 Exception Log**

| Exception Message |       |
|-------------------|-------|
|                   | Save  |
|                   | Print |

## 02| Importing Files and Definitions

- To import the service term definitions, click the **Import** button.  
If no issues are found, the lookups file is imported into SIMS and the lookups are available for use immediately.  
Any errors in the .XML file that prevent it from being imported successfully into SIMS are displayed in the **Exception Log** panel.

*NOTE: If there is an error within a service term, that service term is not imported. This does not prevent other service terms in the same file from being imported.*

- To save a copy of the **Exception Log** in .TXT format, click the **Save** button to display the **Save** dialog. Select a location, enter the required filename and then click the **Save** button.
- To print a copy of the **Exception Log**, click the **Print** button.

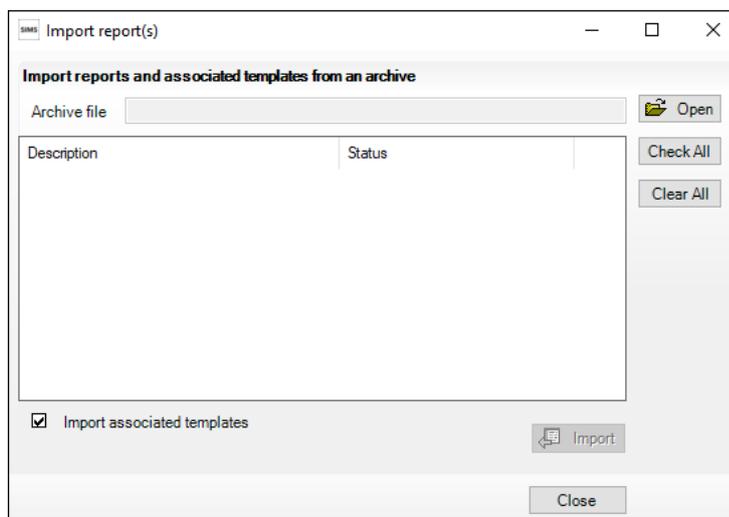


## Importing Pre-Defined Report Definitions

A variety of predefined reports has been provided for use with this release of SIMS.

Where appropriate, you are given the option to import any documents associated with the report, e.g. Word templates, merged documents, etc. Once imported, these templates are stored, along with the actual report, on the Document Management Server (DMS). You can elect not to import these templates/merge documents, but you must ensure that a suitable alternative is available to ensure the report is produced correctly.

- Select **Reports | Import** to display the **Import report(s)** dialog.

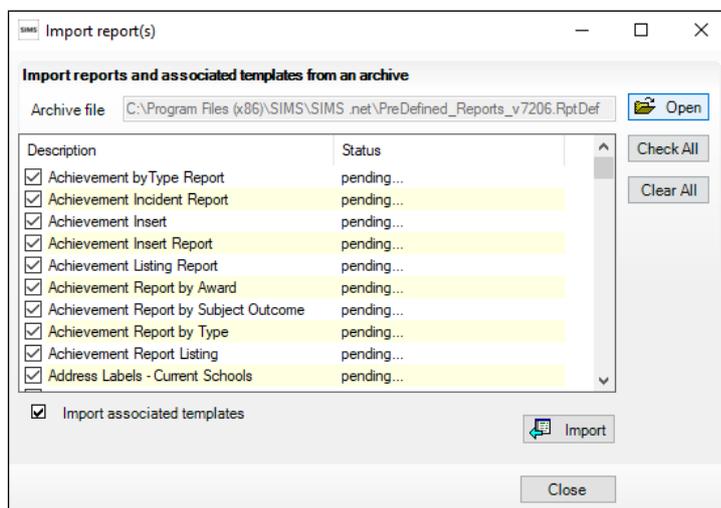


- Click the **Open** button to display the **Select report file to import** dialog.

Navigate to the application folder, typically C:\Program Files (or Program Files (x86))\SIMS\SIMS.net then highlight the Predefined\_Reports\_<version number>.RptDef file. The version number of the file name increments with each release of SIMS.

3. Click the **Open** button to return to the **Import report(s)** dialog. The file name and location are displayed in the **Archive file** field.

All pre-defined reports contained in the selected file are displayed in the dialog. However, you have the option to import selected reports only. If you do not wish to import a report, deselect its associated check box.



If you do not wish to import the associated templates, deselect the **Import associated templates** check box.

4. Click the **Import** button. The status of the selected report(s) changes to **Imported**.
5. Click the **Close** button to complete the process and close the dialog.



#### Additional Resources:

*Predefined Reports Catalogue*  
*Designing and Running Reports handbook*

 **Completed**

## Report Related Permissions

The availability of reports depends on the permissions assigned to you and whether report designs have been made public. Permissions can also be applied to specific data fields and it is therefore possible that some reports can be produced that have some blank columns.

Imported reports are stored automatically in the appropriate \Focus folder (e.g. Student, Staff, Class, etc.) in the DMS but can be copied to other folders provided you have sufficient permissions.

Pre-defined reports cannot be edited but users with appropriate permissions can delete reports.

**02 | *Importing Files and Definitions***

# 03 | Preparing School Level Information

|  |    |
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| Checking Establishment Details .....                 | 15 |
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## Checking Establishment Details

The establishment details should be checked to ensure that they are complete and accurate before running the School Workforce Census.

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Check that the details displayed in the **Establishment** panel are correct.

| 1 Establishment                 |  |
|---------------------------------|--|
| School Name                     | WATERS EDGE PRIMARY SCHOOL   |
| LA                              | 823 Central Bedfordshire   |
| Establishment Number            | 2999   |
| Unique Reference Number         |  |
| School Phase                    | Primary  |
| School Type                     | Infant and Junior School 5-11  |
| School Governance               | Community  |
| Intake Type                     | Comprehensive  |
| Previous School Name            |  |
| Previous Estab Number           |  |
| Previous URN Number             |  |
| Boarding Pupils                 | <input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>   |
| Head Teacher                    | Mrs Gillian Grosvenor  |
| Curriculum Years                | N1 / 6   |
| Pupil Genders                   | Coeducational  |
| Gender on entry to school       | Coeducational  |
| NC Year Start Date (dd/mm)      | 1 / 9  |
| Extended Services               | <input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time)<br><input type="checkbox"/> After school childcare and/or activities for school-age children (term-time)<br><input type="checkbox"/> Childcare and/or activities, for school-age children during school holidays<br><input type="checkbox"/> Childcare integrated with a nursery education place for three and four year old... |
| No. of Childcare Places         | 0  |
| No. of Childcare Nursery Places | 0  |
| Date Name Changed               |  |
| Earliest DOA                    |  |
| Date Number Changed             |  |
| Special Class or Unit           | <input type="checkbox"/>   |
| Main Contact                    | Mrs G Grosvenor  |

3. Ensure that the **School Name** and **School Type** have been entered correctly.

*NOTE: The **School Name**, **LA number**, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Unit for assistance.*

**Information for Academies:**

Academies should ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.  
Select **Academies** from both drop-down lists.
- The **Previous School Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).  
If the DfE establishment number has changed for sponsor-led Academies, the Academy should record the previous establishment number and the earliest date of admission. This date is collected in the School Census return.
- The **Previous URN Number** and **Date Number Changed**.

**IMPORTANT NOTE:** *These data items must be entered for all Academies because the date the URN changed is interpreted as the date the Academy opened. If this date is not entered, some of the historical information from before that date will be included in the School Workforce Census incorrectly, e.g. a member of staff who left before the academy opened.*

4. Click the **Save** button to save any changes, if applicable.



## Checking School Telephone and Email Information

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- School **Email** Address
  - School **Telephone** Number.
1. Select **Focus | School | School Details** to display the **School Details** page.
  2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

**3 Contact Details**

|           |  |         |                                     |
|-----------|--|---------|-------------------------------------|
| Telephone | <input type="text" value="852015"/>        | Fax     | <input type="text" value="857898"/> |
| Email     | <input type="text" value="school@we.com"/> | Website | <input type="text"/>                |

3. Ensure that a **Telephone** number has been recorded (including the STD code).

4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).  
The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.
5. Click the **Save** button if changes have been made.



## Checking Support Unit Details

The details entered in the **Support Unit Details** panel are not collected in the census. However, a link to your school's support unit website is available from the **Census Return** browser, provided it has been recorded in this panel.

1. Select **Focus | School | School Details**, then navigate to the **Support Unit Details** panel.

| Z Support Unit Details |   |              |   |
|------------------------|---|--------------|---|
| Telephone              | <input type="text" value="00000 123456"/>   | Main Contact | <input type="text" value="M Smith"/>  |
| Email                  | <input type="text" value="support.unit@details.com"/>  | Website      | <input type="text" value="SupportUnitWebsiteHere"/>  |

2. Ensure that your school's support unit **Website** address is entered correctly. To check that the address is correct, click the **View Website** button adjacent to the **Website** field.
3. Check that the **Telephone** number (including the STD code) and **Email** address is entered correctly.
4. Check that the name of the **Main Contact** for your support unit is up to date.
5. Click the **Save** button, if changes have been made.



**03 | *Preparing School Level Information***

# 04 | Preparing Staff Level Information

|  |    |
|--|----|
| Checking/Editing Personal Details .....                      | 19 |
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## Checking/Editing Personal Details

Before beginning the School Workforce Census return, ensure that all current staff are recorded in SIMS and that the information is up-to-date and accurate.

Ensure that:

- new staff have been added. For more information please refer to the *Adding Staff Details* chapter of the *Managing Staff* handbook.
- any leavers/contract end dates have been recorded (please see *Editing Contract Details - Pay Scales* on page 30).
- any duplicated or unwanted staff records have been amended (please see *Excluding Teacher/Support Staff Records from the Return* on page 37).
- part-time details have been checked/updated for all applicable members of staff.

Basic staff information and contract information is included in the return for all teachers and support staff with contracts of one month or greater on census day. Minimal information is collected regarding occasional staff (staff with service of one month or less).

*NOTES: Schools may find that a Teacher Number of eight digits is truncated to seven digits and this may affect the teacher's record adversely.*

*The current `RptDef` file must be imported after upgrading to the latest version of SIMS. This file contains all the up-to-date user-defined report definitions provided by SIMS (please see *Importing Pre-Defined Report Definitions* on page 12).*

## Checking Basic Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.

## 04 | Preparing Staff Level Information

3. Select the **Personal Details** tab to display the **Basic Details** panel.

4. Ensure that the **Legal Forename** and **Legal Surname** are up-to-date and accurate.
5. Ensure that the correct **Sex** is selected from the drop-down list.

*NOTES: To assist schools with the government requirement that companies with more than 250 employees be able to provide evidence of the gender pay gap, the employee's sex has been added to the Salary Information report (via **Reports | Personnel | Salary Information**).  
Personal **Pronoun(s)** are not collected in any statutory returns at present, there is no requirement to report this information to the DfE.*

6. If the staff member is to be included in the Schools Workforce Census Return, ensure that the **Eligible for SWR** check box is selected.
7. If **Previous Name** is applicable to this member of staff, ensure that the details are entered correctly. Click the **New** button to create a new **Previous Name** record. Alternatively, highlight an existing record then click the **Open** button (located adjacent to the **Previous Name** table) to display the **Edit Previous Name** dialog. Edit the details, as required.

 **Completed**

## Editing Personal Information

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Personal Details** tab then navigate to the **Personal Information** panel.

The following graphic shows an example of the panel as seen in Primary phase schools.

**2 Personal Information**

|   |  |  |           |  |                                       |
|---|--|--|-----------|--|---------------------------------------|
| Date of Birth   | <input type="text" value="03/08/1962"/>                        |  | NI Number | <input type="text" value="MW-23-75-16-C"/> |                                       |
| Ethnicity   | <input type="text" value="White, any other White Background"/> |  |           | Qualification/Letters                      | <input type="text"/>                  |
| Religion  | <input type="text"/>   |  |           | Disability Number                          | <input type="text"/>                  |
| Marital Status  | <input type="text"/>   |  |           | Building Society Roll Number               | <input type="text"/>                  |
| Account Number  | <input type="text" value="58671122"/>                          |  |           | Sort Code                                  | <input type="text" value="60 00 90"/> |
| Bank Name   | <input type="text"/>   |  |           | Bank Account Name                          | <input type="text"/>                  |
| Are day to day activities substantially affected by physical or mental impairment | <input type="text"/>   |  |           |  |                                       |

| Languages  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Language</th> <th>Fluency</th> <th>First Language</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Mother Tongue</td> <td>Y</td> </tr> <tr> <td>Spanish</td> <td>Fluent (qualified)</td> <td>N</td> </tr> </tbody> </table>   | Language                | Fluency         | First Language          | English  | Mother Tongue                             | Y                                    | Spanish  | Fluent (qualified) | N  | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |      |      |      |      |      |  |  |
|--|--|-------------------------|-----------------|-------------------------|--|---|--------------------------------------|--|--------------------|--|--|------|------|------|------|------|--|--|
| Language   | Fluency  | First Language          |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| English  | Mother Tongue  | Y                       |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Spanish  | Fluent (qualified)   | N                       |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Medical Notes  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Attachment</th> <th>Summary</th> <th>Type</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 20px;"></td> </tr> </tbody> </table>  | Attachment              | Summary         | Type                    | Owner  |   |                                      |  |                    | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |  |      |      |      |      |      |  |  |
| Attachment   | Summary  | Type                    | Owner           |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
|  |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Impairments  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Impairment</th> <th>Date Advised</th> <th>Affects Working Ability</th> </tr> </thead> <tbody> <tr> <td>Arthritis in left knee</td> <td>06/03/2018</td> <td>N</td> </tr> </tbody> </table>  | Impairment              | Date Advised    | Affects Working Ability | Arthritis in left knee   | 06/03/2018                                | N                                    | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |                    |  |  |      |      |      |      |      |  |  |
| Impairment   | Date Advised   | Affects Working Ability |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Arthritis in left knee   | 06/03/2018   | N                       |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Passport Details   | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Nationality</th> <th>Passport Number</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 20px;"></td> </tr> </tbody> </table>   | Nationality             | Passport Number | Expiry Date             |  |   |                                      | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |                    |  |  |      |      |      |      |      |  |  |
| Nationality  | Passport Number  | Expiry Date             |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
|  |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Meal Patterns  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th></th> </tr> </thead> <tbody> <tr> <td>01/01/2009</td> <td></td> <td>PMSM</td> <td>PMSM</td> <td>PMSM</td> <td>PMSM</td> <td>PMSM</td> <td></td> </tr> </tbody> </table>   | Start Date              | End Date        | Mon                     | Tue  | Wed                                       | Thu                                  | Fri  |                    | 01/01/2009   |  | PMSM | PMSM | PMSM | PMSM | PMSM |  | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |
| Start Date   | End Date   | Mon                     | Tue             | Wed                     | Thu  | Fri                                       |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| 01/01/2009   |  | PMSM                    | PMSM            | PMSM                    | PMSM   | PMSM                                      |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| Dietary Needs  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Artificial colouring allergy</td> </tr> <tr> <td><input type="checkbox"/> No dairy produce</td> </tr> <tr> <td><input type="checkbox"/> Gluten free</td> </tr> <tr> <td><input type="checkbox"/> Kosher foods only</td> </tr> </tbody> </table> |                         |                 | Description             | <input checked="" type="checkbox"/> Artificial colouring allergy | <input type="checkbox"/> No dairy produce | <input type="checkbox"/> Gluten free | <input type="checkbox"/> Kosher foods only   |                    |  |  |      |      |      |      |      |  |  |
| Description  |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| <input checked="" type="checkbox"/> Artificial colouring allergy |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| <input type="checkbox"/> No dairy produce                        |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| <input type="checkbox"/> Gluten free                             |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |
| <input type="checkbox"/> Kosher foods only                       |  |                         |                 |                         |  |   |                                      |  |                    |  |  |      |      |      |      |      |  |  |

4. Ensure that the **Date of Birth** is correct. Enter the correct date or click the **Calendar** buttons and select the correct dates, if required.
5. Check that the National Insurance Number (**NI Number**) is entered using the correct format, e.g. MW-23-75-16-C.
6. Ensure that the staff member's **Ethnicity** is selected from the drop-down list.

## 04 | Preparing Staff Level Information

7. Ensure that the correct value is selected from the **Are day to day activities substantially affected by physical or mental impairment** drop-down list.



### Editing Absences Information

Absence information is not required for centrally employed staff. Details are collected for teaching contracted teachers and teaching assistants only.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Personal Details** tab then navigate to the **Absences** panel.

The screenshot shows a table with the following data:

| Start Date | End Date   | Working Days Lost | Type     | Input  |
|------------|------------|-------------------|----------|--------|
| 01/10/2020 | 01/10/2020 | 1.00000           | Sickness | Absenc |
| 02/10/2019 | 27/10/2019 | 20.00000          | Sickness | Absenc |
| 01/09/2018 | 01/09/2018 | 1.00000           | Sickness | Absenc |

On the right side of the table, there is a vertical menu with the following options: New, Open, Delete, and Training (which is checked).

**IMPORTANT NOTE:** Ensure that the **Training** check box is deselected. This removes training absence records from the list, making it easier to locate non-training absence records.

4. To edit an absence record, highlight the record and then click the **Open** button to display the **Edit Absence** dialog.

The dialog box contains the following fields and options:

- Start Date:** 01/10/2020
- End Date:** 01/10/2020
- Start Time of Absence:** 00:00
- End Time of Absence:** 23:59
- Working Days Lost:** 1.0000
- Number of Hours Lost:** 0.0000
- Type/Reason:** Sickness
- Annual Leave:**
- Illness Category:** (empty dropdown)
- Industrial Injury:**
- Authorised Pay Rate:** Full Pay Rate
- SSP Exclusion Advised:**
- Payroll Absence Category:** (empty dropdown)

Below these fields are three sections:

- Certificate:** A table with columns: Date Received, Date Signed, Signatory Type, Certificate Type. It has buttons for New, Open, and Delete.
- Notepad:** A text area labeled 'Content' with buttons for New, Open, and Delete.
- Cover Notes:** A larger text area with a scroll bar.

At the bottom right, there are **OK** and **Cancel** buttons.

5. Check the **Start Date** and **End Date** of the absence. Enter the correct date or click the **Calendar** buttons and select the correct dates, if required.
6. Ensure that the total number of **Working Days Lost** is entered in the correct format, e.g. 1.5000, if applicable.
7. Ensure that the correct **Type/Reason** for the absence is selected from the drop-down list, e.g. **Sickness, Secondment, Pregnancy Related**, etc.

**IMPORTANT NOTE:** For annual leave and certificated sick leave to be reported correctly in the absence reports, ensure that annual leave is recorded by selecting the **Annual Leave** check box.

8. Click the **OK** button to return to the **Absences** panel.



## Editing Address Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Personal Details** tab then navigate to the **Addresses** panel.

4. Check that the **Post Code** and **House Number/Name** exist and that they are valid. These details can be checked by clicking the **Address** button to launch the selected mapping website (specified via **Tools | Setups | User Options**), where a map of the area surrounding the address is displayed.

**NOTE:** British Forces Post Office numbers can be added as post codes.

5. If you have edited the address, click the **Save** button.
6. If the staff member has an additional current address, i.e. a **Second Home**, enter the additional address and then click the **Continue** button (adjacent to the **Country** field) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type**, then click the **Save** button to refresh the display.



## Checking/Editing Professional Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Professional Details** tab to display the **Professional** panel.

**1 Professional**

HLTA Status  TA Status  QT Status  QTLS Status  EYT Status

HLTA Date  QTS Route

NQT Status

Training

| Title                           | Start Date | End Date   | Completed |
|---------------------------------|------------|------------|-----------|
| Covid - good practice in school | 01/03/2021 | 01/03/2021 | Yes       |
| Managing Behaviour              | 16/10/2020 | 16/10/2020 | Yes       |
| Closing the Performance gap     | 04/09/2020 | 04/09/2020 | Yes       |
| Taking your Teaching on-line    | 04/09/2020 | 04/09/2020 | Yes       |
| Professional Learning           | 01/09/2020 | 01/09/2020 | Yes       |

Qualifications

| Qualification       | Title | Date Awarded | Level               |
|---------------------|-------|--------------|---------------------|
| Batchelor of Edu... | BEd   | 22/06/2005   | Other First Degr... |

4. If the staff member is a Higher-Level Teaching Assistant, ensure that the **HLTA Status** check box is selected.

*NOTE: Required for contracted teachers and contracted teaching assistants and other contracted support staff who are aged 18 or over.*

5. If the **HLTA Status** check box has been selected, enter the date that the HLTA status was achieved (dd/mm/yyyy). Alternatively, select the required date from the Calendar.
6. If the member of staff is a Teaching Assistant, ensure that the **TA Status** check box is selected.
7. Select the **QT Status** (Qualified Teacher), **QTLS Status** (Qualified Teacher Learning and Skills) and/or **EYT Status** (Early Years Teacher) check boxes, if applicable. Members of staff can hold more than one teacher status.
8. If the staff member has Qualified Teacher Status, ensure that applicable route is selected from the **QTS Route** drop-down list, e.g. **Graduate Teacher Programme, Flexible Routes**, etc. (Mandatory for all teachers, including those working towards QTS.)
9. Provided the **QT Status** check box is selected, it is possible to specify which induction year a newly qualified teacher is in by selecting from the **NQT Status** drop-down list.
  - **Year 1 of QT Status Induction**
  - **Year 2 of QT Status Induction**
  - **Not in Year 1 or 2 of QT Status Induction.**

If the **QT Status** check box is deselected, the **NQT Status** field is inactive.

**NOTES:** The **NQT Status** functionality applies to newly qualified teachers in Year **1** or **2** of their induction. After the end of the induction, the value must be changed to **Not in Year 1 or 2 of QT Status Induction**.

The NQT Status must be updated each year to the value you want to report in the School Workforce Census.

Newly Qualified Teacher (NQT) is also known as Early Career Teacher (ECT). Please refer to the DfE document *Induction for early career teachers (England)* (<https://www.gov.uk/government/publications/induction-for-early-career-teachers-england>).

10. Ensure that the **Qualifications** record is correct and up-to-date.
  - a. Click the **New** button adjacent to the **Qualifications** field or highlight an existing qualification, then click the **Open** button to display the **Add** (or **Edit**) **Qualifications** dialog.

- b. Ensure that the **Qualification** description is correct.
- c. Ensure that the applicable **Class of Degree**, e.g. **First class honours**, is selected from the drop-down list.

**IMPORTANT NOTE:** *Class of Degree is collected for new teachers where their employment start date is 1 August onwards.*

- d. Ensure that the correct **First Subject, Qualified** and the **Second Subject, Qualified** are selected from the drop-down lists.
- e. If the qualification has been verified, e.g. the paper certificate has been checked, select the **Verified** check box.
- f. Click the **OK** button to return to the **Professional Details** page.

**Completed**

## Checking/Editing Employment Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab to display the **Employment Details** panel.

**1 Employment Details**

Teaching Staff  Teacher Number

Teacher Category  Qualified Teacher Status

Staff Code  Employee/Payroll No.

Employment Dates

| Employment Start | Leaving Date | Cont Service Start | LA Start   | Previous Employer | Next |
|------------------|--------------|--------------------|------------|-------------------|------|
| 01/09/1996       |              |                    | 01/09/1996 | NHS               |      |

Check

| Check     | Clearance Date | Clearance Level        |
|-----------|----------------|------------------------|
| List 99   | 14/06/2004     | List 99 Cleared        |
| CRB Check | 10/03/2002     | CRB Enhanced Clearance |

Contract

| Status | Start Date | Post    | Service Term | Point/Salary |
|--------|------------|---------|--------------|--------------|
|        | 01/09/2002 | Teacher | Teachers     | 6.0          |

Service Agreement

| Start Date | End Date | Agreement Hours/Week |
|------------|----------|----------------------|
| 01/06/2000 |          | 1.0000               |

4. If the staff member is employed primarily in a teaching capacity, select the **Teaching Staff** check box.
5. Ensure that a **Teacher Number** is entered using the correct format, e.g. 12/34567.

An identifying teacher number is allocated to teachers on an individual basis by the DfE. A teacher number is required for all members of staff, including non-teachers.

6. If a **Teacher Number** has been entered, a **Qualified Teacher Status** must be selected from the drop-down list.

 **Completed**

### Editing Employment Dates

The employment dates must be checked for all teachers, contracted teaching assistants and other contracted support staff.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.

3. Select the **Employment Details** tab, then navigate to the **Employment Dates** table.

| Employment Start | Leaving Date | Cont Service Start | LA Start   | Previous Employer | Next |
|------------------|--------------|--------------------|------------|-------------------|------|
| 01/09/1996       |              |                    | 01/09/1996 | NHS               |      |

New  
Open  
Delete

4. Click the **New** button or highlight an existing **Employment Dates** record and then click the **Open** button to display the **Add (or Edit) Employment History** dialog.

Edit Employment History for Helen Green

**Details**

Employment Start Date: 01/09/1996

Date of Leaving:

Continuous Service Start Date: 01/09/1996

Local Authority Start Date: 01/09/1996

Previous Employer: NHS

Next Employer:

Notes:

OK Cancel

5. Ensure that the **Employment Start Date** is entered in the correct format (dd/mm/yyyy).
6. Check all other details to ensure they are accurate.
7. Click the **OK** button to return to the **Employment Details** panel.

 **Completed**

## Editing Contract Details - Salary Ranges

The following contract details related to salary ranges should be checked to ensure that the correct values are collected in the return.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab then navigate to the **Contract** table.

| Status  | Start Date | Post    | Service Term   | Point/Salary |
|---|------------|---------|----------------|--------------|
|  | 01/09/2016 | TEACHER | Teachers Upper | 1.0          |
|  | 01/09/2009 | Teacher | Teachers       | 6.0          |

New  
Open  
Delete  
Clone

**04| Preparing Staff Level Information**

- Click the **New** button or highlight an existing record and then click the **Open** button to display the **Edit Contract** dialog.

Edit Contract for Belinda Bates

Save Undo Help Close

1 Contract Details 2 Pay Pattern

**1 Contract Details**

Service Term:  Employment Type:

Post Reference:  Post Category / SW/R Post / Payroll Post:

Post Reason:

Contract Start Date:  Financial Subgroup:

Superannuation:  Contract/Payroll Number:

Increment Date:  NI Contracted:  In  Out

Contract End Date:  Leave Entitlement:

Post Offered Date:  Contract Termination Reason:

Contract Issued Date:  Post Accepted Date:

Service Term Hours/Week:  Service Term Weeks/Year:

Hours/Week:  Weeks/Year:

FTE:  Pro Rata:

Safeguarded Salary:  Pay Factor:

Origin:  Latest Pay Review Date:

Destination:  Reason for Leaving:

Is an Apprentice:

Salary Records

| Scale/Range     | Start Date | End Date | Point/Salary | Actual Salary |
|-----------------|------------|----------|--------------|---------------|
| Upper Pay Spine | 01/09/2016 |          | 1.0          |               |

Allowances

| Allowance                       | Start Date | End Date   | Type      |
|---------------------------------|------------|------------|-----------|
| Teaching and Learning Respon... | 22/11/2021 | 17/04/2023 | Permanent |

Role

| Role              | Start Date | End Date |
|-------------------|------------|----------|
| Classroom Teacher | 01/09/2016 |          |

Suspensions

| Suspensions Starts on | Suspensions Ends on | Reason |
|-----------------------|---------------------|--------|
|-----------------------|---------------------|--------|

New Open Delete

- Click the **New** button adjacent to the **Salary Records** or highlight an existing record and then click the **Open** button to display the **Add** (or **Edit**) **Contract Salary** dialog.

- Select the appropriate **Range Type** from the drop-down list.
- Select the **Start Date** for the pay range by clicking the **Calendar** button and selecting the dates. Alternatively, enter the date in dd/mm/yyyy format.

*NOTE: The first time that a pay range is added to a staff member's contract, the **Start Date** defaults to the **Employment Start Date**. If any subsequent contracts are added, the **Start Date** defaults to the **Contract Start Date**.*

A range will be terminated automatically when you apply a new range, when you enter a contract end date or when you enter a date of leaving.

The **Minimum** and **Maximum** salary are populated automatically according to the service term selected.

- Enter the staff member's **Annual Salary**. This must be within the stated range. The **Actual Salary** is calculated automatically, based on the annual salary, full-time equivalent and weeks worked per year pro rata.
- If the superannuation scheme is to be applied to this contract, select the **Superannuation** check box.

*NOTE: If the check box is selected, it is assumed that the employer makes superannuation contributions at the relevant rate. If it is deselected, no superannuation contributions are made.*

- If the pay is subject to National Insurance contributions, select the **NI Status** check box.

*NOTE: When salary commitment is calculated in FMS, these check boxes are not considered. National Insurance and superannuation are always calculated for a pay scale.*

The **Pay Scale** and **Regional Pay Spine** default from the service term selected and are not editable here.

#### 04 | Preparing Staff Level Information

11. Any **Notes** can be entered, as required. If the salary has been converted from a pay scale, the details are entered here.

*NOTE: On saving the changes, the username, date and time of any updates to the salary are recorded in the **Notes** field. Any changes made to the salary via **Tools | Staff | Salary Update** are also recorded here.*

12. If you wish to view the history of changes to the annual salary, click the **Annual Salary Change History** button. The annual salary change history can be printed, if required.

**IMPORTANT NOTE:** The annual salary change history will not display any changes made to the salary by B2B:Personnel.

13. Click the **OK** button to return to the **Edit Contract** dialog.
14. Click the **Save** button to return to the **Employment Details** page.



### Editing Contract Details - Pay Scales

The following contract details related to pay scales should be checked to ensure that the correct values are collected in the return.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab, then navigate to the **Contract** table.

| Status | Start Date | Post    | Service Term   | Point/Salary |          |
|--------|------------|---------|----------------|--------------|----------|
|        | 01/09/2016 | TEACHER | Teachers Upper | 1.0          |          |
|        | 01/09/2009 | Teacher | Teachers       | 6.0          | <br><br> |

- Highlight an existing **Contract** record, then click the **Open** button to display the **Edit Contract for** dialog.

Edit Contract for Belinda Bates

Save Undo Help Close

1 Contract Details 2 Pay Pattern

**1 Contract Details**

Service Term:  Employment Type:

Post Reference:  Post Category / SWR Post / Payroll Post:

Post Reason:

Contract Start Date:  Financial Subgroup:

Superannuation:  Contract/Payroll Number:

Increment Date:  NI Contracted:  In  Out

Contract End Date:  Leave Entitlement:

Post Offered Date:  Contract Termination Reason:

Contract Issued Date:  Post Accepted Date:

Service Term Hours/Week:  Service Term Weeks/Year:

Hours/Week:  Weeks/Year:

FTE:  Pro Rata:

Safeguarded Salary:  Pay Factor:

Origin:  Latest Pay Review Date:

Destination:  Reason for Leaving:

Is an Apprentice:

Salary Records

| Scale/Range     | Start Date | End Date | Point/Salary | Actual Salary |
|-----------------|------------|----------|--------------|---------------|
| Upper Pay Spine | 01/09/2016 |          | 1.0          |               |

Allowances

| Allowance                       | Start Date | End Date   | Type      |
|---------------------------------|------------|------------|-----------|
| Teaching and Learning Respon... | 22/11/2021 | 17/04/2023 | Permanent |

Role

| Role              | Start Date | End Date |
|-------------------|------------|----------|
| Classroom Teacher | 01/09/2016 |          |

Suspensions

| Suspensions Starts on | Suspensions Ends on | Reason |
|-----------------------|---------------------|--------|
|-----------------------|---------------------|--------|

Some read-only fields are populated automatically, including the **Post Category/SWR Post/Payroll Post** and **Service Term Hours/Week**.

- Ensure that the applicable **Post Reference** and **Post Reason** are selected from the drop-down lists.
- Ensure that the correct **Employment Type** is selected from the drop-down list, e.g. **Permanent**.
- When the first contract is entered for a member of staff, the **Contract Start Date** defaults to the **Employment Start Date**. This can be edited by clicking the **Calendar** button and selecting the date, if required.
- If the contract has ended, ensure that a **Contract End Date** is entered.

#### 04| Preparing Staff Level Information

9. Ensure that the number of hours per week the member of staff works is entered in the **Hours/Week** field. The actual amounts paid are calculated using the number of hours worked and the pay rates applicable to the employee.
10. Ensure that the number of weeks per year the member of staff works is entered in the **Weeks/Year** field.
11. If the employee has protected rights in their salary, select the **Safeguarded Salary** check box. (Applicable to contracted teachers only.)
12. If a **Contract End Date** has been entered ensure that:
  - the leaver's **Destination** (e.g. **Remaining in the same LA - primary school**) has been selected from the drop-down list.
  - a **Reason for Leaving** (e.g. **Left for other teaching post**) has been selected from the drop-down list.

It is advisable to enter the reason for leaving when entering the leaver's destination because a blank **Reason for Leaving** field will trigger a validation error when completing the School Workforce Census.

13. Ensure that the employee's employment prior to joining the school is selected from the **Origin** drop-down list.
14. Enter the **Latest Pay Review Date** (in dd/mm/yyyy format) or select the required date from the **Calendar** button. This date is collected in the School Workforce Census and applies to for all teachers with contracts or service agreements.
15. Click the **Save** button.



### Editing Contract Salary Records

In the **Edit Contract for** dialog, navigate to the **Salary Records** table.

1. Highlight an existing **Pay Scale** record, then click the **Open** button to display the **Edit Contract Scale** dialog.

The screenshot shows a dialog box titled "Edit Contract Scale" with a close button (X) and a help button (?). The dialog contains the following fields and options:

| Contract Scale Details |                                     |
|------------------------|-------------------------------------|
| Scale                  | Upper Pay Spine                     |
| Start Date             | 01/09/2016                          |
| End Date               |                                     |
| Minimum Scale Point    | 1.0                                 |
| Maximum Scale Point    | 3.0                                 |
| Point                  | 1.0                                 |
| Superannuation         | <input checked="" type="checkbox"/> |
| NI Status              | <input checked="" type="checkbox"/> |
| Pay Scale              | Teachers Upper                      |
| Regional Pay Spine     | Rest of England                     |

At the bottom of the dialog are "OK" and "Cancel" buttons.

2. Ensure that the following details are correct:
  - **Scale Point**  
Select the correct value from the drop-down list, if required.
  - **Pay Scale and Regional Pay Spine**  
These read-only fields are populated automatically. If incorrect values are displayed:
    - a. Select **Tools | Staff | Pay Related**, then search for and select the applicable service term to display the **Service Term Details** page.
    - b. In the **Pay Awards** panel, highlight the required **Scales** record, then click the **Open** button to display the **Edit Scale for** dialog.
    - c. Select the applicable **Pay Scale** from the drop-down list.
    - d. Indicate which regional variation the pay scale is for by selecting from the **Regional Pay Spine** drop-down list.

*NOTE: Regional pay spine (range) is no longer collected for the return. However, it is advisable to ensure that records are up-to-date.*

    - e. Click the **OK** button to return to the **Service Term Details** page.
    - f. Click the **Save** button.
    - g. Select **Focus | Person | Staff – Employment Details** tab – **Contract**, then open the relevant entry in the **Salary Records**.
    - h. Ensure that the correct **Pay Scale** and **Regional Pay Spine** values are now displayed.
    - i. Click the **OK** button to return to the **Edit Contract for** dialog.
3. Click the **Save** button.



## Editing Contract Allowances

1. In the **Edit Contract for** dialog, highlight an existing **Allowances** record, then click the **Open** button to display the **Edit Contract Allowance** dialog.

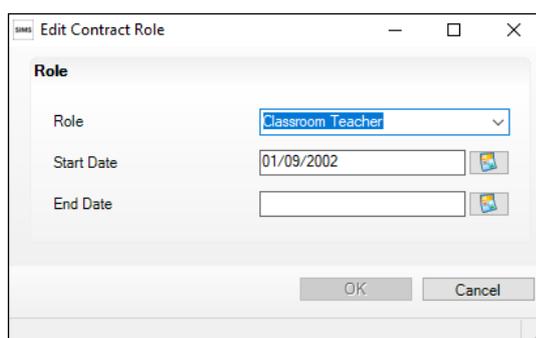
#### 04 | Preparing Staff Level Information

2. Ensure that the following details are recorded correctly:
  - **Allowance**  
select from the drop-down list, if required.
  - all other allowance details are current and complete.
3. Click the **OK** button to return to the **Edit Contract for** dialog.
4. Click the **Save** button.

Completed

#### Editing Contract Roles

1. In the **Edit Contract for** dialog, highlight an existing **Role**, then click the **Open** button to display the **Edit Contract Role** dialog.



2. Ensure that the following details are recorded correctly:
  - **Role**  
Select from the drop-down list, if required.
  - **Start Date** for this role (in dd/mm/yyyy format).
3. Click the **OK** button to return to the **Edit Contract for** dialog.
4. Click the **Save** button.

Completed

#### Editing Service Agreement Information

**Not applicable to third party support staff**

A person can have more than one role in the school, e.g. Teaching Assistant and Midday Supervisor, or can have more than one simultaneous contract with the same school. Multiple contracts/service agreements or roles (as well as old and current contracts) will be included in the return.

The following service agreement details should be checked to ensure that the correct values are collected in the return.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.

3. Select the **Employment Details** tab, then navigate to the **Service Agreement** table.

| Contract | Status | Start Date | Post    | Service Term   | Point/Salary |  |
|----------|--------|------------|---------|----------------|--------------|--|
|          |        | 01/09/2016 | TEACHER | Teachers Upper | 1.0          |  |
|          | X      | 01/09/2009 | Teacher | Teachers       | 6.0          |  |

4. Click the **New** button or highlight an existing service agreement record and then click the **Open** button to display the **Add (or Edit) Service Agreement** dialog.

Edit Contract for Belinda Bates

Save Undo Help Close

1 Contract Details 2 Pay Pattern

### 1 Contract Details

|                         |                                     |   |   |
|-------------------------|-------------------------------------|---|---|
| Service Term            | Teachers Upper                      | Employment Type                         | Permanent   |
| Post Reference          | TEACHER                             | Post Category / SWR Post / Payroll Post | Teacher, Other/ Classroom Teacher, upper pay range/                 |
| Post Reason             |                                     | Financial Subgroup                      |   |
| Contract Start Date     | 01/09/2016                          | Contract/Payroll Number                 | PR234123  |
| Superannuation          | Teachers                            | NI Contracted                           | In <input type="checkbox"/> Out <input checked="" type="checkbox"/> |
| Increment Date          | 01/09                               | Leave Entitlement                       | 0.0000  |
| Contract End Date       |                                     | Contract Termination Reason             |   |
| Post Offered Date       |                                     | Post Accepted Date                      |   |
| Contract Issued Date    |                                     | Service Term Weeks/Year                 | 52.1430   |
| Service Term Hours/Week | 32.5000                             | Weeks/Year                              | 52.1430   |
| Hours/Week              | 32.5000                             | Pro Rata                                | 1.0000  |
| FTE                     | 1.0000                              | Pay Factor                              | 1.0000  |
| Safeguarded Salary      | <input type="checkbox"/>            | Latest Pay Review Date                  | 10/09/2020  |
| Origin                  | Not applicable - change of contract | Reason for Leaving                      |   |
| Destination             |                                     |   |   |
| Is an Apprentice        | <input type="checkbox"/>            |   |   |

| Scale/Range     | Start Date | End Date | Point/Salary | Actual Salary |  |
|-----------------|------------|----------|--------------|---------------|--|
| Upper Pay Spine | 01/09/2016 |          | 1.0          |               |  |

| Allowance                       | Start Date | End Date   | Type      |  |
|---------------------------------|------------|------------|-----------|--|
| Teaching and Learning Respon... | 22/11/2021 | 17/04/2023 | Permanent |  |

| Role              | Start Date | End Date |  |
|-------------------|------------|----------|--|
| Classroom Teacher | 01/09/2016 |          |  |

| Suspensions Starts on | Suspensions Ends on | Reason |  |
|-----------------------|---------------------|--------|--|
|                       |                     |        |  |

5. Ensure that the **Service Start Date** is entered in the correct format (dd/mm/yyyy). (Not required for centrally employed staff.)

#### 04 | Preparing Staff Level Information

6. Ensure that the **Service End Date** is entered in the correct format (dd/mm/yyyy). (Required for all current members of staff on a fixed term contract and Leavers.)
7. Check that the correct School Workforce Post has been selected from the **SWC Post** drop-down list.

**IMPORTANT NOTE:** To avoid the validation error 4410 (post is missing or invalid) being triggered during the Create and Validate process, the correct **SWC Post** must be selected.

8. Check that the correct **Service Type** has been selected from the drop-down list. (Required for teachers with service agreements.)
9. If applicable, ensure that the full-time equivalent has been entered in the **FTE Hours/Week** field.
10. Enter the number of weeks worked per year, as stated in the service agreement, in the **Weeks/Year** field. (Required for all members of staff except agency/service agreement teachers who are on a Daily Rate.)
11. Enter the number of hours worked per week as stated in the service agreement in the **Agreement Hours/Week** in the field. (Required for all members of staff except agency/service agreement teachers who are on a Daily Rate.)
12. For members of staff who are not paid a daily rate, enter the pre-tax annual salary of the staff member in the **SWC Base Pay (annual salary equivalent)** field. This is not mandatory if the member of staff is an Agency/SA teacher who is on a **Daily Rate**.
13. If the person is on a daily rate of pay, select the **Daily Rate** check box. (Required for agency/service agreement teachers. Not required for centrally employed staff.)

**NOTE:** Those providing a service for which there is no charge should not have the **Daily Rate** check box selected, e.g. governors and volunteers.

14. For staff members who are not paid a daily rate, enter any additional payment amount in the **SWC Additional Payment Amount** field.
15. Enter the **Latest Pay Review Date** (in dd/mm/yyyy format) or select required date from the **Calendar** button. This date is collected in the School Workforce Census and applies to for all teachers with contracts or service agreements.
16. Click the **New** button to add a **Role**.  
Alternatively, highlight an existing **Role** then click the **Open** button to display the **Edit Service Agreement Role** dialog.
  - a. Ensure that the applicable **Role** is selected from the drop-down list.
  - b. Ensure that **Start Date** is entered in the correct format (dd/mm/yyyy).
  - c. Click the **OK** button to return to the **Edit Service Agreement** dialog.
17. Click the **Save** button.

Completed

## Excluding Teacher/Support Staff Records from the Return

If there are teachers or support staff who have been entered in error (such as duplicates) or records that are not required to be collected for the return, it is recommended that you carry out the following action to ensure that these records are not included in the School Workforce Census return.

1. Select **Focus | Person | Staff**.
2. Search for and then select the required person to display the **Employee Details** page.
3. Ensure that the **Personal Details** tab is selected.
4. In the **Basic Details** panel, ensure that the **Eligible for SWR** check box is deselected. This removes the member of staff from the return.

**1 Basic Details**

Title: Miss (dropdown) Photograph: 

Legal Forename: Belinda

Middle Name(s): Elisabeth

Legal Surname: Bates

Preferred Forename: Belinda

Preferred Surname: Bates

Sex: Female (dropdown)

Pronoun(s): (dropdown)

Eligible for SWR:

Previous Name:

| Preferred Surname | Preferred Forename | Middle Name | Date of Change |
|-------------------|--------------------|-------------|----------------|
|                   |                    |             |                |

New Open Delete

5. Click the **Save** button.

 **Completed**

## Reviewing Service Term Definitions

A service term helps to define a staff contract. It contains generic information including the number of hours worked per week, weeks worked per year, etc. Some service terms have scales defined within them, which determine the annual salary or hourly rate payable and allow spinal progression, where an employee's salary increments annually.

Service term information can be imported from a file provided by your LA or Local Support Unit (please see *Importing Service Term Definitions* on page 11), or it can be entered manually.



### Additional Resources:

*Defining Superannuation, Service Terms and Training Event Details* chapter in the *Managing Staff* handbook

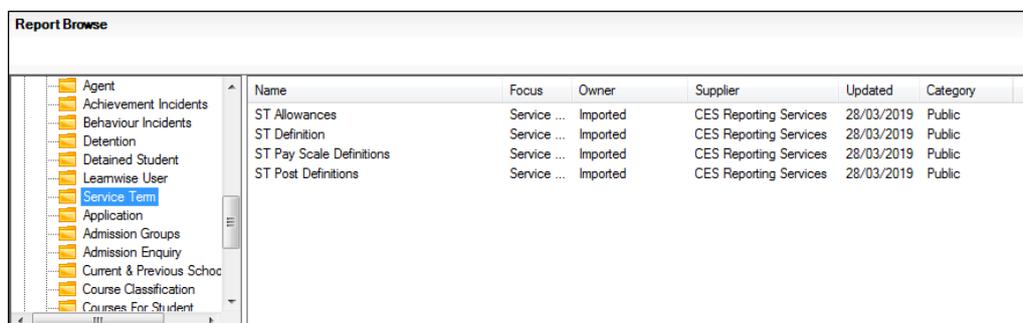
## 04 | Preparing Staff Level Information

Four reports are available in SIMS to facilitate the preparation for the School Workforce Census.

Ensure that the up-to-date pre-defined reports have been imported (please see *Importing Pre-Defined Reports* on page 40).

1. Select **Reports | Run Report** to display the **Report Browse**.
2. In the report navigation tree, select **Focus | Service Term**.

The names of the four service term reports are displayed in the right-hand panel.



| Name                     | Focus       | Owner    | Supplier               | Updated    | Category |
|--------------------------|-------------|----------|------------------------|------------|----------|
| ST Allowances            | Service ... | Imported | CES Reporting Services | 28/03/2019 | Public   |
| ST Definition            | Service ... | Imported | CES Reporting Services | 28/03/2019 | Public   |
| ST Pay Scale Definitions | Service ... | Imported | CES Reporting Services | 28/03/2019 | Public   |
| ST Post Definitions      | Service ... | Imported | CES Reporting Services | 28/03/2019 | Public   |

3. Double-click the required report name to generate the report, which is displayed in Microsoft Word.

- **ST Allowances Report**

| WATERS EDGE PRIMARY SCHOOL         |                     |   |
|------------------------------------|---------------------|---|
| Service Term Allowance Definitions |                     |   |
| <b>AT: Advanced Skills Teacher</b> |                     |   |
| <b>Allowance</b>                   | <b>Allowance</b>    | <b>Category</b>                               |
|                                    |                     |   |
| <b>LD: Leadership</b>              |                     |   |
| <b>Allowance</b>                   | <b>Allowance</b>    | <b>Category</b>                               |
|                                    |                     |   |
| <b>MW: Manual Staff</b>            |                     |   |
| <b>Allowance</b>                   | <b>Allowance</b>    | <b>Category</b>                               |
|                                    |                     |   |
| <b>NJ: NJC - APT &amp; C Staff</b> |                     |   |
| <b>Allowance</b>                   | <b>Allowance</b>    | <b>Category</b>                               |
|                                    |                     |   |
| <b>TE: Teachers</b>                |                     |   |
| <b>Allowance</b>                   | <b>Allowance</b>    | <b>Category</b>                               |
| MGT1                               | Management 1        | Management Allowances                         |
| MGT2                               | Management 2        | Management Allowances                         |
| MGT3                               | Management 3        | Management Allowances                         |
| MGT4                               | Management 4        | Management Allowances                         |
| TL1B                               | Teacher Learning 1B | Teaching and Learning Responsibility Payments |

The default **Category** of **Other** is displayed in the report if a category has not been allocated to the allowance.

To allocate **Categories** to **Allowances**:

- a. Select **Tools | Staff | Pay Related** to display the **Find Service Term** browser.
- b. Search for, then select the required service term.
- c. In the **Allowances** panel, highlight an allowance then click the **Open** button to display the **Edit Allowance for Teachers** dialog, where a category can be allocated to an allowance.

- ST Definition Report

| WATERS EDGE PRIMARY SCHOOL         |          |                   |      |
|------------------------------------|----------|-------------------|------|
| <b>AT: Advanced Skills Teacher</b> |          |                   |      |
| Spinal Progression:                | F        | Salaried:         | T    |
| Increment Mth:                     | 0        | Teacher:          | T    |
| Hrs / Wk:                          | 27.5000  | Term Time Only:   | F    |
| Wks / Yr:                          | 52.14300 | Hidden:           | F    |
| Points, Min:                       | 1.0      | Single Pay Spine: | T    |
| Points, Max:                       | 27.0     | Interval:         | 1.0  |
| <b>Superannuation:</b>             |          |                   |      |
| TEAC                               | Teachers |                   | 3.05 |
| <b>Financial Sub-groups</b>        |          |                   |      |
|                                    |          |                   |      |
| <b>LD: Leadership</b>              |          |                   |      |
| Spinal Progression:                | F        | Salaried:         | T    |
| Increment Mth:                     | 0        | Teacher:          | T    |
| Hrs / Wk:                          | 26.2500  | Term Time Only:   | F    |
| Wks / Yr:                          | 52.14300 | Hidden:           | F    |
| Points, Min:                       | 1.0      | Single Pay Spine: | T    |
| Points, Max:                       | 43.0     | Interval:         | 1.0  |
| <b>Superannuation:</b>             |          |                   |      |
| TEAC                               | Teachers |                   | 3.05 |
| <b>Financial Sub-groups</b>        |          |                   |      |
|                                    |          |                   |      |
| <b>MW: Manual Staff</b>            |          |                   |      |
| Spinal Progression:                | F        | Salaried:         | F    |
| Increment Mth:                     |          | Teacher:          | F    |
| Hrs / Wk:                          | 37.5000  | Term Time Only:   | F    |
| Wks / Yr:                          | 52.14300 | Hidden:           | F    |
| Points, Min:                       | 1.0      | Single Pay Spine: | F    |
| Points, Max:                       | 1.0      | Interval:         | 1.0  |

- ST Pay Scale Definitions Report

| WATERS EDGE PRIMARY SCHOOL         |                         |             |                 |  |
|------------------------------------|-------------------------|-------------|-----------------|--|
| <b>Pay Scale Definitions</b>       |                         |             |                 |  |
| <b>AT: Advanced Skills Teacher</b> |                         |             |                 |  |
| Scale                              |                         | Points      | Region          | National Scale                                     |
| AST                                | Advanced Skills Teacher | 1.0 - 27.0  | Rest of England | Advanced Skills Teachers                           |
| <b>LD: Leadership</b>              |                         |             |                 |  |
| Scale                              |                         | Points      | Region          | National Scale                                     |
| HTG4                               | Headteacher Group 4     | 14.0 - 25.0 | Rest of England | Leadership   |
| HTG5                               | Headteacher Group 5     | 18.0 - 29.0 | Rest of England | Leadership   |
| <b>MW: Manual Staff</b>            |                         |             |                 |  |
| Scale                              |                         | Points      | Region          | National Scale                                     |
| GR 1                               | Grade 1                 | 1.0 - 1.0   | Rest of England | Other  |
| GR 2                               | Grade 2                 | 1.0 - 1.0   | Rest of England | Other  |
| GR 3                               | Grade 3                 | 1.0 - 1.0   | Rest of England | Other  |
| GR 4                               | Grade 4                 | 1.0 - 1.0   | Rest of England | Other  |
| <b>NJ: NJC - APT &amp; C Staff</b> |                         |             |                 |  |
| Scale                              |                         | Points      | Region          | National Scale                                     |
| SC 2                               | Scale 2                 | 11.0 - 13.0 | Rest of England | National Joint Council (Local Government Services) |
| SC 3                               | Scale 3                 | 14.0 - 17.0 | Rest of England | National Joint Council (Local Government Services) |

- ST Post Definitions Report

| WATERS EDGE PRIMARY SCHOOL         |                         |                              |                   |
|------------------------------------|-------------------------|------------------------------|-------------------|
| Service Term Post Definitions      |                         |                              |                   |
| <b>AT: Advanced Skills Teacher</b> |                         |                              |                   |
| Post                               |                         | Category                     | SWR Post          |
| AST                                | ADVANCED SKILLS TEACHER | Teacher, Other               | Excellent Teacher |
| <b>LD: Leadership</b>              |                         |                              |                   |
| Post                               |                         | Category                     | SWR Post          |
| HT                                 | Headteacher             | HT Headteacher               | Head Teacher      |
| DH                                 | Deputy Head             | Teacher, Other               | Head Teacher      |
| <b>MW: Manual Staff</b>            |                         |                              |                   |
| Post                               |                         | Category                     | SWR Post          |
| CARE                               | Caretaker               | Not inc on Form 7/PLASC      | Support Staff     |
| KITC                               | Kitchen Staff           | Not inc on Form 7/PLASC      | Support Staff     |
| MID                                | Midday Supervisor       | Not inc on Form 7/PLASC      | Support Staff     |
| ASCK                               | Assistant Cook          | Not inc on Form 7/PLASC      | Support Staff     |
| ASCA                               | Assistant Caretaker     | Not inc on Form 7/PLASC      | Support Staff     |
| HDCK                               | Head Cook               | Not inc on Form 7/PLASC      | Support Staff     |
| CLEA                               | Cleaner                 | Not inc on Form 7/PLASC      | Support Staff     |
| <b>NJ: NJC - APT &amp; C Staff</b> |                         |                              |                   |
| Post                               |                         | Category                     | SWR Post          |
| ADMN                               | Admin Clerk             | AC Other Admin/Clerical      | Support Staff     |
| LAB                                | Lab Assistant           | TE Laboratory Assistant/Tech | Support Staff     |
| TECH                               | Technology Technician   | TE Laboratory Assistant/Tech | Support Staff     |



#### Additional Resources:

*SIMS Pre-Defined Reports Catalogue*

Completed

## Importing Pre-Defined Reports

*NOTE: The availability of reports depends on your permissions.*

1. Select **Reports | Import** to display the **Import report(s)** dialog.
2. Click the **Open** button and then locate the predefined reports. The location might vary but is usually C:\Program Files\SIMS (x86)\SIMS.net.
3. Highlight the required file, which is named according to the version of SIMS, e.g. PreDefined\_Reports\_v7206.RptDef, then click the **Open** button to return to the **Import report(s)** dialog. The file name and location you have specified are displayed in the **Archive file** field.
4. Where the specified file contains more than one report, you have the option to import selected reports only. If you do not wish to import a report, deselect the check box adjacent to the description.

**IMPORTANT NOTE:** *If you are re-importing a report, the existing report is overwritten and, therefore, any changes made to the original are lost.*

5. If you do not wish to import the associated templates (e.g. Word templates), deselect the **Import associated templates** check box.
6. Click the **Import** button.
7. When the import is complete, click the **Close** button.



#### Additional Resources:

*Designing and Running Reports handbook*

Completed

## Checking/Editing the SWC Post

To avoid the validation error 4410 (post is missing or invalid) being triggered during the Create and Validate process, ensure that the **SWC Post** (SWR Post) is specified.

Completed

## Checking the Current School Workforce Census Post Value

1. Select **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab, then navigate to the **Contract** table.

| Contract | Status | Start Date | Post    | Service Term | Point/Salary |  |
|----------|--------|------------|---------|--------------|--------------|--|
|          |        | 01/09/2002 | Teacher | Teachers     | 6.0          | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/><br><input type="button" value="Clone"/> |

4. Highlight the applicable **Contract**, then click the **Open** button to display the **Edit Contract** dialog.

Edit Contract for Helen Green

Save Undo Help Close

1 Contract Details 2 Pay Pattern

**1 Contract Details**

|                     |   |   |   |
|---------------------|---|---|---|
| Service Term        | <input type="text" value="Teachers"/>   | Employment Type                         | <input type="text" value="Permanent"/>  |
| Post Reference      | <input type="text" value="Teacher"/>    | Post Category / SWR Post / Payroll Post | <input type="text" value="Teacher, Other/ Classroom Teacher, main pay range/"/> |
| Post Reason         | <input type="text"/>                    |   |   |
| Contract Start Date | <input type="text" value="01/09/2017"/> | Financial Subgroup                      | <input type="text"/>  |

5. Check that a **Post Reference** has been selected from the drop-down list. It might be necessary to add an applicable **Service Term** if it does not already exist.
6. Click the **Save** button to return to the **Employee Details** page.
7. Re-open the contract, then check the read-only entry in the **Post Category/SWR Post/Payroll Post** field.

Completed

## Changing the School Workforce Census Post

If the School Workforce Census Post needs to be changed:

1. Ensure that all staff (including yourself) have closed the **Employees Details** page.
2. Select **Tools | Staff | Pay Related** to display the **Find Service Term** browser.
3. Search for and highlight the required service term, then click the **Open** button to display the **Service Term Details** page.
4. Navigate to the **Posts** panel.

| Code | Description      | Category Description | SWC Post             | Payroll Post |
|------|------------------|----------------------|----------------------|--------------|
| AH   | Assistant Head   | Teacher, Other       | Assistant Head       |              |
| DH   | Deputy Head      | Teacher, Other       | Deputy Head          |              |
| FD   | Finance Director | Bursars              | Leadership - Non ... |              |
| HT   | Headteacher      | Teacher, Other       | Head Teacher         |              |

5. Highlight the applicable record then click the **Open** button to display the **Edit Post** dialog.

**Edit Post for Leadership**

**Detail**

Post Reference: AH

Post Description: Assistant Head

Post Category: Teacher, Other

Payroll Post: [Dropdown]

SWC Post: Assistant Head

OK Cancel

6. Select the applicable value from the **SWC Post** drop-down list, i.e. **Classroom Teacher, main pay range, Classroom Teacher, upper pay range**, etc.
7. Click the **OK** button to return to the **Service Term Details** page.
8. Click the **Save** button.

 **Completed**

## Mapping Subjects to DfE Subject Codes

Applicable to schools with Secondary phase

In the School Workforce Census, curriculum information is collected on the subjects taught by teachers in Secondary schools. This information is usually entered into SIMS via Academic Management or into Nova then transferred over into SIMS. To enable curriculum information to be recorded accurately, it is necessary to map all the subjects taught in school to DfE subject codes.

*NOTE: One curriculum record will be generated when more than one Nova subject is mapped to the same DfE subject.*

1. Select **Tools | Setups | Subjects** to display the **Find Subject** browser. A combination of subject **Title**, **Year Taught In** and **Active** status can be used to refine the search for the required subject. Alternatively, the fields can be left blank to display a list of all subjects.
2. Click the **Search** button to display a list of subjects that match the search criteria.

| Code | Title                 | DfE Subject Code   | Coordinator            | Active | Colours |
|------|-----------------------|--------------------|------------------------|--------|---------|
| Ad   | Art and Design        | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| Cl   | Citizenship           | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| Dt   | Design and Technology | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| En   | English               | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| Fr   | French                | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| Gg   | Geography             | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| Gm   | German                | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| Hi   | History               | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |
| It   | ICT                   | Primary Curriculum | Grosvenor, Mrs Gillian | Active | Sample  |

3. Highlight the required subject, then click the **Open** button to display the **Subject Detail** page.

**Subject Detail: Art and Design**

Save Undo Print

1 Basic Details 2 CLP Module Details

**1 Basic Details**

Code: Ad DfE Subject Code: Primary Curriculum

Title: Art and Design

**2 CLP Module Details**

Coordinator: Mrs Gillian Grosvenor

Core to NC:

Year(s) Taught In:
 

- Curriculum Year N2
- Curriculum Year R
- Curriculum Year 1
- Curriculum Year 2
- Curriculum Year 3
- Curriculum Year 4
- Curriculum Year 5

Background Colour: [Color Picker]

Foreground Colour: [Color Picker]

Active:

Default For New Plans:

#### 04 | Preparing Staff Level Information

4. Ensure that the applicable **DfE Subject Code** is selected from the drop-down list.
5. Check the other details displayed to ensure that they are correct.
6. Click the **Save** button.

**IMPORTANT NOTES:** Schools are advised not to amend the subject **Code** and/or **Title**. Amendments to the **Code** and/or **Title** that change the meaning of a subject (previously in use) should be avoided because this would result in a conflict with the information held in the SIMS SQL database.

For example, changing **IT (Italian)** to **IT (Information Technology)** might render class and course data associated with Italian unusable. To resolve to this issue, a new subject for Information Technology should be added.

If schools need to edit subject details, they must do so using the normal procedures in Nova. For more information, please refer to the Maintaining Subjects section of the Getting Started with Nova handbook.

Completed

# 05 | What Next?

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## Introduction

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. changes to staff detail, service terms, etc.) are recorded accurately in SIMS.

You must upgrade to the SIMS 2023 Summer Release (7.212) before completing the School Workforce Census 2023 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release of SIMS, if required.

You should now be ready to produce the final School Workforce Census 2023 Return. For specific instructions, please refer to the *Producing the School Workforce Census 2023 Return* handbook.

## Where Can I Get More Information?

In addition to this preparation guide, the following information is also available:

- The *Producing the School Workforce Census 2023 Return* handbook  
This handbook outlines how to produce the School Workforce Census in SIMS.
- The *Managing Staff* handbook  
This handbook provides details about the processes that relate to Service Terms, etc.
- The SIMS Newsfeed - Main Hub  
Provides links to all the statutory returns related newsfeeds ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0035899)). These newsfeeds are updated regularly to provide the latest news and answers to enquiries, and provide a range of explanatory text, presentations, videos and spreadsheets that you may find useful.
- The School Workforce Census information provided by the DfE (<http://www.gov.uk/guidance/school-workforce-census>).

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

**05| What Next?**

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