

2008 FAQs - SCHOOL CENSUS - STAFF DATA

Q: Which Staff do I record on SCHOOL CENSUS

Include all teachers who normally work at the school (during the school day, not including teachers working in extended school services), regardless of how they are funded. Teachers normally employed at the school as at the Spring Census **week** (week beginning 14 January 2008)

Q: Do I include Connexions staff (whether based at the school or not) in the SCHOOL CENSUS return?

Yes, include these under SS – Other Education Support Staff and add in their hours.

Q: Do I include people on work experience or giving voluntary help in the SCHOOL CENSUS return?

No - these are not recorded anywhere in SCHOOL CENSUS.

Q: Do I record teachers or non-teachers who are working on a voluntary unpaid basis?

No, don't include anyone working on an unpaid voluntary basis.

Q: How do I record teachers on long-term absence?

Staff on Long Term Paid Absence (term or more) eg: maternity, sick leave, secondment etc are excluded from the SCHOOL CENSUS Return. However, relief staff covering long term absence should be recorded in the number of qualified teachers type QT in the Teacher Details.

Q: How do I record relief staff covering short-term absence?

Relief staff covering Short Term Absence (less than term) are excluded from the SCHOOL CENSUS Return. However, staff on short term paid absence should be recorded in the number of qualified teacher type QT in the Teacher Details tab.

Q: Where do I include teachers paid jointly from two sources eg: not from school budget?

Staff who teach in your school on a regular basis and who are in your school during the week beginning 14th January 2008, should be recorded under Qualified teacher QT in the Teacher Details panel, no matter where their funding is from.

Q: Who count as peripatetic teachers? How do I record them?

Typical examples are music teachers and other specialists.
For part-time, interpret regularly employed as at least one hour per week, for at least a term. The source of payment (including parents) does not matter, but do not include voluntary staff. Peripatetic teachers may be recorded as part time with hours either under Qualified teacher QT or Teachers not recognised as qualified (NQ) if they are instructors rather than teachers.

Q: How do I find out whether music teachers have qualified teacher status or not?

Contact the County Music Team (01926 476800) who holds records of Music Teachers' qualifications. The list cannot be sent to you as it would be in breach of Data Protection.

Q: Where do I record Cover Supervisors

On the non teachers panel of School Census return include them under the category of Teaching Assistants.

Q: I have a teacher on PPA at my selected time. How do I record this?

Record in the class panel **zero** under the **teacher** column for the appropriate class. Record the correct number for the same class under the **Non Teachers** column. Record the teacher on PPA in the **Teacher Reconciliation** panel as **Teachers not teaching**.

Q: Where do I record a Midday Supervisor who supervises an SEN pupil?

If their contract is for Midday Supervisor then they must be excluded from the SCHOOL CENSUS Return. However, if they have a second contract for SEN Assistant then include the appropriate hours in the Non-teacher Details panel.

Q: How do I enter part-time non-teaching staff that have more than one contract?

Please see the examples on:

School Census booklet Non Teachers section.

Q: How do I enter someone who has a teaching contract and a non-teaching contract?

Record them as a part-time teacher with hours on the teacher details panel. and also as a part-time role with hours on the non-teacher details panel.

Q: Where do I record teaching assistants paid jointly from two sources eg: not from school budget?

Primary Schools and Special Schools: Teaching Assistants should be recorded in the Non-teacher Details panel under QA = qualified or UA = unqualified, no matter where their funding is from.

Secondary: Record in the Non-teacher Details under TA.

Q: What is Higher Level Teaching Assistant Status?

HLTA is a status and not a qualification. It is possible that someone could be using HLTA as a job title even though the person concerned has not been awarded HLTA status by the Teacher Training Agency (TTA) on behalf of the Secretary of State (SOS) so it's very important only those individuals who have been awarded HLTA status by the TTA on behalf of the SoS are counted.

HLTA status is awarded to individuals who have demonstrated that they meet the national professional standards for HLTAs published by the TTA last year by successfully completing an HLTA programme at one of the providers who have been approved to delivery HLTA assessment and training programmes by the TTA. On successful completion of an HLTA programme they will be sent a letter awarded HLTA status by the TTA on the behalf of the SoS.

Q: How do I record Higher Level Teaching Assistant Status?

Include them in the Non-teacher Details panel under High Level Teaching Assistant.

Q: How do I know if my Teaching Assistants are qualified? What qualifications do qualified Teaching Assistants or Support Staff in Special Schools need?

Below is the combined list of qualifications covering both Qualified Teaching Assistants and Childcare staff. Qualified Teaching Assistants and Childcare staff in Special Schools should have one or more of the following qualifications:

Recognised qualifications awarded by the Central Council for Education and Training Social Work (CSS, CQSW, SCRCCYP, CRCCYP, PCRCCYP, Award of the Recognition of Qualification, In-Service Study Certificate of Attendance), SRN, SEN, RSCN, Diploma of Childcare and Education or equivalent, Declaration of Recognition of Experience in the Residential Care of Children.

Q: *How do I record teachers who qualified in a different country?*

If the teacher has QTS (UK qualified teaching status) then record as QT under teaching staff. If they do not have QTS (UK status), then record as NQ under teaching staff.

Q: *Special schools with nurses, therapists, speech and language therapists - where do they log these in SCHOOL CENSUS?*

Special Schools with pupils with disability may have physios and mobility officers, rehab officers and nurses who are based at the school but paid by the Health Authority. They are there regularly and work with the pupils, taking them out of classes for physiotherapy etc.

Record medical staff e.g. Nurses, physios, mobility officers, rehab officers - under matrons and nurses (ME)

Record speech and language therapists under Special needs support (SN)

Q: *Should therapists who visit special schools be included?*

Include any therapist who visits the school for at least one hour per week, for at least a term. The source of payment (including parents) does not matter, but do not include voluntary staff. If the therapist is present in the classroom, include under child care staff or special needs support staff. Otherwise record under matrons/nurses/medical staff or others education support staff.

Q: *Where do I include foreign language assistants?*

All staff who are regarded/classified as teachers by the school/LA should be included under the relevant heading in the Teaching staff section, regardless of whether or not they were taking the class at the time. Staff who are not regarded/classified as teachers by the school/LA should be included under the relevant heading in the Education support staff section.

Q: *How do I record teachers of Ethnic Minorities or Teachers of English as an Additional Language*

Record in the Teacher panel under the appropriate row of QT, LQ or NQ. Record **also** under the row ET or LT (shown in red). The numbers will **not** be double counted.

Q: *We have teachers who qualified in a different country.*

If the teacher has QTS (UK qualified teaching status) then record as QT under teaching staff. If they do not have QTS (UK status), then record as NQ under teaching staff.