

# Managing Classroom Staff

In your school, many of your members of staff (e.g. non-teachers, agency staff, consortium staff, volunteers, etc.) take on roles within the classroom.

When a timetable is imported into SQL, staff are identified in SIMS using their staff code, by which they are represented on timetable displays, printouts, etc. To enable schools to schedule non-teachers on the timetable, you can assign them a Staff Code. This is achieved by assigning them the status of classroom staff. Each member of classroom staff person is assigned a staff code.

**IMPORTANT NOTE:** Any member of staff can be assigned as Classroom Staff, not just employees (i.e. they do not need to have a contract).

Staff Roles are used to identify types of Classroom Staff. The available roles include Teacher, Higher Level Teaching Assistant and Teaching Assistant.

When SIMS is installed, a one-off, automatic import and identification of classroom staff is performed. Classroom staff are considered to be people who:

- have the **Teaching Staff** check box selected on their staff record and have a unique **Staff Code**
- or
- appear on the timetable with a unique **Staff Code**.

After the automatic import, any new staff must be added to the timetable manually by selecting:

- Focus | Person | Staff** then clicking the **Classroom Staff Details** hyperlink in the **Links** panel on their staff record
- or
- Focus | Person | Manage Classroom Staff**.

## Adding Classroom Staff

### Via Focus | Person | Staff

- Select **Focus | Person | Staff** to display the **Find Staff** browser.
- Search for then select the required member of staff or click the **New** button to create a new record.
- Click the **Classroom Staff Details** hyperlink in the **Links** panel.

- Complete the details as described in the *Adding Classroom Staff Details* section opposite.

### Via Focus | Person | Manage Staff Classroom

- Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.

- Ensure that the **Academic Year** to which you wish to apply changes is displayed. The current year is displayed by default.
- To select an existing member of staff, enter any known criteria then click the **Search** button to display a list of staff who match the search criteria. Double-click the required member of staff to display the **Classroom Staff Details** page.
- To add a member of staff, click the **New** button to display the **Add person** page.

If the member of staff exists elsewhere in SIMS, e.g. as a contact, agent, etc. search for matching records by entering the **Surname, Forename, Gender and Date of Birth** (if known) in the **Basic Details** panel then clicking the **Continue** button.

Any people who match the criteria entered are displayed in the **Matched People** panel.

- If the required person is listed, highlight their name then click the **Open** button to display the **Classroom Staff Details** page. If previously recorded, the **Staff Code** and any **Role(s)** are displayed.
- If the person is not listed, click the **New** button to create a new record, which is populated with the **Surname** and **Forename** entered for the search.

**IMPORTANT NOTE:** A new record should be created *only* if you are certain that the person is not already recorded in SIMS, e.g. as a contact, agent, etc. If they already exist, you *must* select them from the **Matched People** panel to avoid duplicate records.

## Adding Classroom Staff Details

To ensure that staff are available for timetabling, their staff codes must be the same in both Nova-T6 and SIMS. In addition, timetabled staff must be assigned a staff role. Staff can be given one or more roles according to the duties they perform. Generally, a person will have a single Staff Role.

Any staff on the timetable in Nova-T or anyone you wish to make available in Cover who are not displayed in the **Find Classroom Staff** browser must be added. Please see the *Adding Classroom Staff* section of this QRS.

- Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.
- Search for then select the required member of staff to display the **Classroom Staff Details** page.

The **Classroom Information** panel displays, and enables you to edit, the **Staff Code**, subject specialisms (**Subject(s)**) and staff **Role(s)** of a member of Classroom Staff.

## Adding/Editing Staff Codes

The **Staff Code** is a short code (limited to three alpha-numeric characters) used to identify staff on timetables, lists, etc. Many schools create staff codes from teachers' initials.

The **Staff Code** field displays the staff code assigned to the selected member of staff and can be edited, if required. A new code should be added for a new member of Classroom Staff.

**NOTE:** If the **Staff Code** is not unique across the selected academic year, the background colour of the field changes to red and a message is displayed on the Status Bar. It is not possible to save the record until a unique code for the current academic year has been entered.

Any member of Classroom Staff already assigned this code is displayed in the **Existing code assignments** list.

**NOTE:** Once a member of staff has been made a member of Classroom Staff, their staff code can be maintained via **Focus | Person | Manage Classroom Staff** *only*.

## Selecting the Staff Member's Cover Status

Select the staff member's cover status from the **Cover Option** drop-down list.

- Cover Supervisor**
- Provides Cover**
- Does not provide cover**

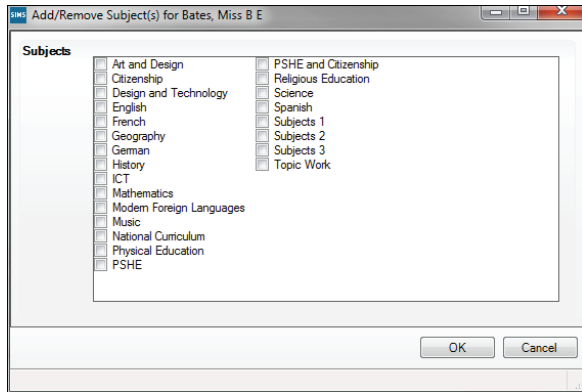
**IMPORTANT NOTE:** To be available to cover a lesson/session, the **Cover Option** *must* be set to either **Cover Supervisor** or **Provides cover**.

# Managing Classroom Staff

## Adding Classroom Staff Details continued...

### Selecting Subjects

- Any subjects that the member of classroom staff can teach or assist with in the classroom are displayed in the **Subject(s)** list. To edit this list, click the adjacent **Edit** button to display the **Add/Remove Subject(s) for <Classroom Staff Name>** dialog.



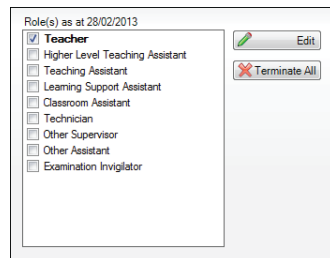
When a person is made into a member of classroom staff in this way, Academic Management adds to their list of subject specialisms the subject of any class for which the person is timetabled during the current academic year. This list (the **Subject(s)** list on the **Classroom Staff Details** page) can be edited.

- Amend the list of subjects by selecting or deselecting the applicable check box(es). Click the **OK** button.
- Any unwanted subject can be deleted from the **Subject(s)** list by highlighting its name then clicking the **Remove** button.
- The display order indicates their speciality in the subject. The subject for which they are most accomplished should be displayed at the top of the list. To change the subject order, highlight the required subject then click the **Up** or **Down** button.

### Assigning and Terminating Staff Roles

Staff roles are also used by other areas of SIMS, e.g. Cover uses them to help match appropriate staff to a cover and the Cover Credit system uses a person's Staff Role(s) to decide whether a person should be credited when they are assigned.

- Edit the staff roles by selecting or deselecting the check box adjacent to the applicable role. Membership of the role is assigned or terminated as of today's date. It may be necessary to change the role of classroom staff if their role alters during the academic year, e.g. if a teaching assistant is promoted to a higher level teaching assistant.
- If you are working in the current academic year, the **Role(s) as at <Today's Date>** list displays the current teaching role(s) within the school for the selected member of classroom staff, together with any roles that have been or will be active during the current academic year. If you are working in the next academic year, the roles displayed are those that will be in place as of the first day of the next academic year.



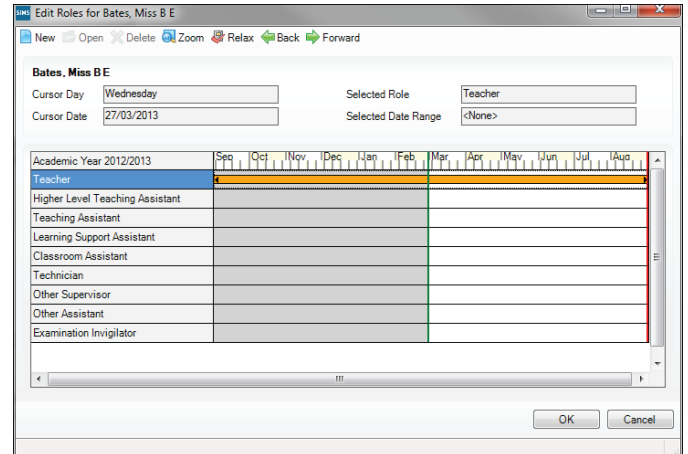
Alternatively, a role membership can be terminated on a given date by clicking the **Terminate All** button to display the **Staff Role Termination** dialog.

Enter the **Date on which to terminate all roles** or click the **Calendar** button then select the required date. To default the termination of the staff role to the last day of the current academic year, click the **End of Year** button then click the **OK** button to confirm the selection.

**IMPORTANT NOTE:** By terminating a staff role using one of these methods, the appropriate role is removed regardless of any previous or planned classroom assignments.

## Editing the Role History of Classroom Staff

- Click the **Edit** button adjacent to the **Role(s)** panel to display the **Edit Roles for <Member of Staff Name>** dialog, which displays a history of a classroom staff member's role memberships.



The calendar ruler at the top of the display and the orange timeline bar indicate the period of membership for each of the staff roles.

Hovering the cursor over the calendar ruler or timeline area displays the day of the week on which the cursor is resting (**Cursor Day**) and the date (**Cursor Date**).

A vertical green line indicates the **Effective Start Date** and a vertical red line indicates the **Effective End Date**.

The initial view displays role memberships for the current academic year. To view staff role memberships for a different academic year, click either the **Back** or **Forward** button.

To view the timeline in more detail, click the **Zoom** button then use the scroll bar to view the required section of the timeline. Click the **Zoom** button again to return to the default view.

- Highlight a timeline bar to display more detailed information relating to the staff role membership. The **Selected Role** displays the name of the role and the date range of the selected staff role membership is displayed in the **Selected Date Range**.
- To set the dates between which you want to apply a change, right-click the required date on the calendar ruler then select either **Select Effective Start Date** or **Select Effective End Date** from the menu.
- To edit the start or end date of a staff role membership, double-click the timeline bar to display the **Add/Edit Date Range** dialog.
  - Enter a **Start Date** and an **End Date** for the selected staff role membership. Leaving the **End Date** field blank indicates an ongoing membership.
  - Click the **OK** button to return to the **Edit Roles for <Member of Staff Name>** dialog.
- To create a new staff role membership, click the **New** button to display the **Add/Edit Date Range** dialog then follow steps 4.
- To relax the eligibility rules to enable a role to be allocated retrospectively, click the **Relax** button. Then make changes. Then Click the **Relax** button again to restore the read-only status.

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This guide is based on the version of the software (7.150) in use at the time of publication.