



The Staffing Book

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Table of Contents

I.	Idea	2
	Staffing Page	
	Subject Pages	
	Meetings	
	Curriculum Diagrams	
	Option Blocks	
	Part-Time Teachers	
	Tutors	
	Subjects	
	Loadings	
II.	About the Author	6

Idea

In order to save precious time when scheduling a timetable, have all your essential information in one location. I have found that the most convenient format is to use Microsoft Excel as this allows me to display tables, charts and notes in a ready-made grid layout and perform necessary calculations and routines.

*I call this document my **Staffing Book**. Not only does it act as the store for every vital piece of information I require when scheduling, it also provides the Headteacher with a complete overview of the staffing requirements for the school's curriculum.*

*The following sections describe the items I include in my Staffing Book. A sample Staffing Book can be found on the **Utilities** page of the Timetabling Tips section at:*

<http://www.limacontech/ttabletips/>

Staffing Page

Contains the names of the teaching staff, the number of lessons they teach in each subject over the timetable week and, at the bottom, how many lessons of each subject are required to staff the curriculum. The final row contains the deficit/surplus so that you can see where you are under or over-staffed. This page is crucial when discussing staffing requirements for your next timetable with school management.

	Art	Photography	Bus Stud & Econ	ICT	Critical Thinking	Drama	Design	English/Literacy	Geography	History	Health & Social Care	Classics	Maths	Media Studies	French	Spanish	Mandarin	Turkish	Music	Phys Ed	Citizenship	Pshe (V Form)	Psychology	Rel Educ	Science	Sociology	Func/Life skills/Land	
Totals	121	36	155	157	0	76	236	411	134	227	9	32	448	56	91	98	81	28	106	242	58	4	56	118	587	54	32	3653
7	24	0	0	20	0	16	40	48	24	24	0	0	48	0	8	8	24	0	16	32	16	0	0	16	48	0	0	412
8	24	0	0	20	0	16	40	60	24	24	0	1	60	0	8	8	24	0	16	32	20	0	0	16	48	0	0	441
9	24	0	0	24	0	16	40	60	24	24	0	1	60	0	24	24	12	0	16	32	8	0	0	16	60	0	12	477
10	15	0	25	25	0	5	20	80	20	25	0	6	80	10	10	10	10	5	15	55	10	0	0	15	108	0	10	559
11	15	0	25	25	0	5	20	90	20	25	0	6	82	10	10	10	10	5	15	55	0	0	0	15	108	0	10	561
12	9	18	63	18	0	9	18	35	18	54	9	9	56	18	3	9	8	9	18	9	0	12	27	18	108	27	0	582
13	9	18	54	18	0	9	18	27	9	45	9	9	45	18	9	9	8	9	15	9	0	10	27	18	108	27	0	537
New Courses																												
HoY																												
Requirement	120	36	167	150	0	76	196	400	139	221	18	32	431	56	72	78	96	28	111	224	54	22	54	114	588	54	32	3569
Available	121	36	155	157	0	76	236	411	134	227	9	32	448	56	91	98	81	28	106	242	58	4	56	118	587	54	32	3653
Surplus/deficit	1	0	-12	7	0	0	40	11	-5	6	-9	0	17	0	19	20	-15	0	-5	18	4	-18	2	4	-1	0	0	84

Subject Pages

Each subject or group of subjects (depending which is most convenient) has its own page containing the initials of the subject teachers, the classes needing to be taught and the number of lessons associated with each class.

Each one of these pages has an Export button which allows me to produce an individual sheet to give to the Subject Leader for completion. There is also room to add individual notes for each class or teacher.

In order for this export button to work, you will need to ensure there is a folder name "Staffing Sheets" in the same location as your Staffing Book.

English Staffing Sheet 2016-17																	
Class	Lessons	Comment	BAI	CBC	CPE	CSI	DMU	ECW	HWO	JCR	KBE	KJB	LCO	LUT	ROR	SGO	TWA
7m/En1	6			6													6
7m/En2	6							6									6
7m/En3	6					3				3							6
7m/En4	6													6			6
7n/En1	6											6					6
7n/En2	6				6												6
7n/En3	6							6									6
7n/En4	6																6

Meetings

Scheduled regular meetings between various groups of teachers can effectively put stakes through the heart of your timetable so you need to know exactly who is in each team and when the meeting is going to be held.

A typical example is when a leadership team wishes to meet at a specific time within normal teaching hours. Invariably, this meeting will be one of the first items you have to schedule otherwise, if you leave it too late, this meeting will never be possible to schedule because at least one of the members will be teaching.

Curriculum Diagrams

I like to display an Excel-style curriculum diagram for each year group alongside a screenshot from my timetabling software (Nova-T6 in this case). This is a useful double-checking device which reduces the chances of making mistakes.

Important note: mistakes made early on in the scheduling process become increasingly difficult to rectify. I have seen adults cry when, having made a simple reading error early on, they realise that the only way to fix it is to unpick three weeks of work!

My Excel curriculum diagram is filled with the staffing initials of the teachers for each class. Once completed it provides an excellent visual referral point for many aspects of the scheduling process.

Year 7 Curriculum Plan																
Teaching Groups (20) - Tutor Groups								Humanities (14) - Mixed				Maths	Technology (6)		PE	
Rg0	Ar3	Cz2	Dr2	Fr4	Mn1	Mu2	Sc6	En6	Gg3	Hi3	Rs2	Ma6	Dt4	It2	Pe4	
	NDY	APA	EDR	TDS	JNA	ARO	CBU	ECU4 CPE2	AHU	JGR	SMS	GBR	LPE	ASY	BAM	
	SCA	APA	EDR	JNA	MCH	ANE	KWI	SGO	JAM	GNE	SHU	CLO	SLE	MCE1 ASY1	JFE	
	PRE	SHU	EDR	CSM	JNA	SST	LDA	CSI	JAM	TCL	SMS	LTA	CLE	MCE	BBO	
	JCA2 PRE1	SMS	EDR	CSM	MCH	ARO	CHE4 LDA2	JCR	AHU	JGR2 EED1	NKE	MLI	JBU2 MCU2	HHA	SNA	
								ROR5 JOL4		SWI4 SOF1		EMC	JBU	MCE		
	SCA	APA	EDR	CSM	JNA	ANE	SNI	JCR	JLI	AGO	SMS	GBR	SCA	AFA	BAM	
	PRE	TAL	EDR	TDS	MCH	SST	GST3 KWI3	BAI	AHU2 AGO1	TCL	SMS	ACA	SLE	AFA	JFE	
	PRE	SMS	EDR	FGU	JNA	ARO	LDA	HBR	JLI2 JAM1	GNE	SHU	CLO	CLE	MPA	SNA	
	JCA	SHU	EDR	CSM	MCH	ANE	CBU	ECU4 CPE2	JAM	JGR	SHU	JSH	MCU	HHA	KPE	
								HW05 JOL4		TAL4 SOF1		EMC	JBU	HHA		

Option Blocks

Option blocks contain a mixture of subjects so, in each cell, I like to include the two-letter subject code followed by the staff codes of the teachers teaching the class. If a class is shared, I like to add the number of lessons after each code (see below)

In systems where two years have synchronised blocking (typically seen in Sixth Form systems where Year 12 Block A is scheduled at the same time as Year 13 Block A etc) I like to colour each subject area to help prevent using a teacher or team of teachers too many times in each block.

For example, looking at the diagram below, Photography (Pg, shown in bright red) is taught by just two teachers (SNA5 BBO4 in both classes) and therefore it would be impossible to place them in the same block. The colouring makes it easier to spot any such problems.

Year 13	Enrich (F)	Opt A (9)	Opt B (9)	Opt C (9)	Opt D (9)	Opt E (9)
	Er1	Bi SNI5 KW14	Bb POB5 LPO4	Ar NDY6 JCA3	As CBUS GAN4	As CBUS GAN4
	Er2	Ch RJ05 JRA4	Bi SNI5 KW14	Ch JRA5 NAL4	Ch RJ05 NAL4	Bb POB5 LPO4
	Er3	Go DS19	Ec TCM5 IST4	Cm GBR6 MCE3	Dr EDR5 JVL4	Bi Closed
	Er4	Hi PSH5 JGR4	Ei CPE5 KJB4	Gg AHU5 KGR4	Ec TCM5 IST4	CI PSH5 CBR4
	Er5	Ib MPAS MCE4	Ms SJ55 SKE4	Hi DS15 EED4	Ei ECW5 BAI4	Ec TCM5 IST4
		Ma VBH6 HGR3	Pd LPE5 MCU4	Ma JBA6 MLI3	Fr moved to Block E	Ei CPE5 HWO4
		Ma Closed	Ph HHDS CHE4	Mu MBA3 ---3 ARO3	It MCE5 MPA4	Fr TBL6 SMI3
		Mb MBA6 SST3	Ph Closed	Pg SNA5 BBO4	Mf JBA5 VBH4	Gg AHU5 KGR4
		Pt JCA3 NBE3 NDY3	Py Closed	Ph HHDS CHE4	Ms SJ55 SKE4	Hi GNE5 TCL4
		So APA5 JCD4	Rs NKE5 NRI4	Py MJU6 NHI3	Pt JCA3 NBE3 NDY3	Ma VBH6 JSH3
		Tu HNA8 MCE1	Sp EDE6 TDS3	So APA5 JCD4	Py MJU6 NHI3	Ma Closed
					So APA5 DSH4	Tx JMC4 LPE4 SDO1
Year 12	Enrich (F)	Opt A (9)	Opt B (9)	Opt C (9)	Opt D (9)	Opt E (9)
	Er1	As CBU3 GAN3 GOA3	As AH13 TLY3 GOA3	Bb POB5 TCM4	Bb POB5 LPO4	Ar NDY5 NBE4
	Er2	Bs TCM5 LPO4	Ch JRA5 NAL4	Bi PSA5 FGR4	Bi PSA5 TOG4	Bi AH15 FGR4
	Er3	Cm JBA6 MCE3	CI CBC5 PSH4	Ch RJ05 TLY4	Go DS15 AH14	Ch JRA5 TLY4
	Er4	Ec IST5 POB4	Dr JVA5 EDR4	Ec IST5 TCM4	Hi GNE5 TCL4	Ec IST5 TCM4
	Er5	Ei ECW5 CS14	Ei ECW5 LUT4	Ei CPE5 JOE4	Ma HGR5 JSH4	Mf MLI5 JBA4
	Er6	Gg KGR5 JOD4	Hi BAL5 JGR4	Fr TBL6 JNA3	Ma MOB5 VBH4	Ms SKE5 SJS4
	Er7	Hi EED5 TCL4	Ib MCE4 MRH4 MPA1	Go PSH5 AH14	Ma GBR5 MLI4	Pg SNA5 BBO4
	Er8	Mb ---9	Mn SJM5 MCH4	Hs NHI6 MJU3	Ma JSH5 MLI4	Ph GOA5 CHE4
	Er9	Pd LPE5 KMA4	Mt MBA7 SST2	Ms SKE5 JCR4	Ma LTA5 JBA4	Py NHI5 MJU4
	En	Ph LDA5 CHE4	Ph LDA5 JMA4	Mu ARO3 MBA3 SST3	Sc FGR3 GST3 JMA3	Rs NKE6 SWI3
	Ma	Py NHI5 MJU4	Pt NBE6 NDY3	Pt NBE5 JCA4	So JCD6 DSH3	So APA6 DSH3
		Rs DSA6 NKE3	Py NHI5 MJU4	Tx JMC4 LPE4 SDO1		Tu HNA8 MCE1
		Sp EDE6 TDS3	So APA6 DSH3			Er DMU6

Part-Time Teachers

For most timetablers, this is main cause of their grey hairs! It is absolutely essential you have the exact requirements documented because the associated restrictions will effect the whole of the scheduling process.

I find the most convenient way to display part-time information is in the form of the table (shown below). It maps each part-time teacher to every day in the school timetable.

Code	1Mon	1Tues	1Wed	1Thurs	1Fri	2Mon	2Tues	2Wed	2Thur	2Fri	Notes	Subj		
ARO	T	T	T	T	O	T	T	T	O	O		Mu	O	Off all day
BAM	T	T	T	O	O	T	T	T	O	O		Pe	T	In but at restricted times
BMA	O	O	T	T	T	O	O	T	T	T		MFL		
CPE	T	T	T	O	O	T	T	T	O	O		En		
DMU	O	T	T	T	O	O	T	T	T	O		En	T	Thursday P5 off
ECW	T	T	T	O	O	O	T	T	O	O		En	T	No Period 1
EDE	T	T	T	T	T	T	T	T	T	O		MFL		
EED	T	T	T	T	O	T	T	T	T	O		Hi		
GAN	T	T	T	O	O	T	T	T	O	O		Sc		
HHD	T	T	O	T	T	T	T	O	T	T		Sc		
HNA	T	T	T	T	O	T	T	T	T	O		MFL		
JBA	T	T	T	T	T	T	T	T	T	T		Ma	T	Periods 2 and 3 on Friday only
JCD	T	T	O	T	T	T	T	O	T	T		Gg/So		

Tutors

I like to have all the form tutors, co-tutors, supervisors and associated rooms displayed in one table for easy reference

Subjects

In case I forget, I like to have a complete list of the two-letter subject codes I will be using in my timetabling software. This is often useful when sharing curriculum information with other parties.

This can usually be copied directly from timetabling software.

Loadings

This is a summary of the loading for each teacher (in a different format from the Staffing page and therefore not essential), showing the total number of lessons they should be teaching and the subjects with which they are associated.

Again, this can usually be copied directly from your timetabling software.

About the Author

Paul Vant worked for 35 years in secondary school as a Maths teacher, Senior Teacher, Timetabler and Systems Manager. He has acted as a consultant to many schools in timetabling and assessment. He designs software and web applications to solve problems relating to all his fields of expertise. In 2000 he designed the Student Sorting Kit (used for creating balanced groups of students, now in use in secondary schools throughout the UK and in other international institutions.)
