**Staff roles code set review**

1. **Current staff roles structure**

At least one staff role must be returned per member of staff. Where a person has more than one role in a school all of these must be provided.

The current list of roles include **main** roles (e.g. headteacher, qualified teacher, leading practitioner, HLTA) where at least one of these roles must be returned for each individual member of staff and the contracted hours per week must be provided. (See annex A for the list of ‘Main’ roles).

For each member of staff, any additional (**optional)** role (e.g. head of department, head of year, SEN co-ordinator, cover supervisor) that they may undertake as part of their main role should be entered. No hours are required to be returned for these roles. (See annex B for the current list of ‘Additional’ roles).

For staff with roles not included in the code set the role that reflects the function of the staff member most closely should be selected. For example, the role identifier of headteacher would be appropriate for the principal. If it is not possible to find an appropriate role it may be that such staff should not be included in the SWAC, for example, clerk to the governors, school crossing patrol staff and cleaners.

1. **Suggested roles to be added to Staff Roles code set**

During the SWAC collection a number of queries were received about how specific individuals should be recorded against the code set provided. This identified certain roles that could potentially be added to the current list.

The following roles have been raised as potentially being added to the current code set:

* **Advisory staff** – e.g. curriculum advisors. Schools and local authorities queried how advisory teachers should be recorded in SWAC as there has been an increase in their numbers given the work to introduce the new curriculum. These advisors are generally qualified teachers but to record them as such would overstate the number of actual teachers in the schools.
* **Midday Supervisor** – there was a large number of queries regarding how midday supervisors should be recorded. The guidance provided stated that these should be included as ‘OS – Other Support Staff’. However, a number of individuals stated that it would be easier if there was a separate code for these.
* **Estate Manager** – these members of staff are responsible for the day-to-day management of the school premises and in employing catering and cleaning staff (Caretakers, Cleaning staff, Catering staff are out of scope for SWAC). They are often part of the senior management of the school. However the total number of these type of staff may be small and be more likely to be employed in larger schools.
* **Specialist staff for SEN** – we have received a request to record specific specialist workers in SWAC. These include **Teachers of the Deaf**, **Teachers for Visual Impairments** and **Communication Support Workers**. These would generally only be relevant for Special schools.

**Questions**

*Should the roles stated above be added to the Staff Roles code set as ‘Main’ roles?*

*Are there other roles that should be added to the ‘Staff roles’ code set?*

**Annex A: Main Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Role\*** | **Category** | **Category code (see spec)** | **Used in Vacancy 'StaffRole' and Leaver 'StaffRole' data items** |
| **EH** | Executive headteacher | Teacher | CT | Y |
| **HT** | Headteachers | Teacher | CT | Y |
| **AC** | Acting headteachers | Teacher | CT | Y |
| **DH** | Deputy headteachers | Teacher | CT | Y |
| **AS** | Assistant head teachers | Teacher | CT | Y |
| **QT** | Qualified teachers | Teacher | CT | Y |
| **UQ** | Unqualified teacher | Teacher | CT | Y |
| **LP** | Leading practitioner | Teacher | CT | Y |
| **OT** | Other teachers (not QTS status but not 'unqualified' i.e. those covered by Education Specified Work and Registration) | Teacher | CT | N |
| **TT** | Trainees on initial teacher training courses | Teacher | CT | N |
| **SU** | Permanent supply teacher (other than any entered in above categories) (nursery schools only) | Teacher | CT | N |
| **LS** | Contracted supply teacher (non-agency) | Teacher | CT | N |
| **HL** | Higher level teaching assistant (HLTA) | Teaching assistant | TA | Y |
| **TA** | Teacher assistants/aides employed in the classroom | Teaching assistant | TA | Y |
| **FA** | Foreign language assistants/language support | Teaching assistant | TA | Y |
| **SN** | Special educational needs support staff | Other | Oth | Y |
| **ME** | Matrons/nurses/medical staff (including NHS employees) | Other | Oth | N |
| **PS** | Pastoral support staff | Other | Oth | N |
| **LI** | Librarians and library assistants | Other | Oth | N |
| **EO** | Examinations officers/Invigilators | Other | Oth | N |
| **AO** | Administration staff | Other | Oth | N |
| **BM** | School business manager or equivalent | Other | Oth | N |
| **ST** | Science and laboratory technicians | Other | Oth | N |
| **IT** | ICT staff | Other | Oth | N |
| **OS** | Other support staff | Other | Oth | N |

**Annex B: Additional Roles**

|  |  |  |
| --- | --- | --- |
| **HS** | Head of school | N |
| **HD** | Head of department | N |
| **HY** | Head of year | N |
| **HK** | Head of key stage/phase | N |
| **SC** | SEN co-ordinator | Y |
| **SR** | Sex and relationship education co-ordinator | N |
| **WB** | Welsh baccalaureate co-ordinator | N |
| **NC** | Numeracy co-ordinator | N |
| **LC** | Literacy co-ordinator | N |
| **CS** | Cover supervisor | N |
| **WL** | Welsh language co-ordiantor | N |
| **IN** | Instructor (including sports coach) | N |
| **ET** | Minority ethnic support | N |
| **TS** | Traveller support | N |
| **WE** | Welfare officer/assistant | N |
| **DM** | Data manager/analyst | N |
| **OR** | Other roles | N |