**Review of DEWi Summary Management Reports**

A number of queries were received regarding the complexity of the summary management reports produced on submission of returns on DEWi. Schools noted that it was difficult to check and verify the numbers by head teachers to approve their returns.

The main issue related to how the tables aggregated the number of individual staff members in the return which did not tally against the breakdown by roles. In other tables (e.g. ethnicity, Welsh Language etc) individuals were double-counted depending on the number of separate roles recorded against them.

The structure and content of the summary reports have been reviewed and amended to make it easier to verify and approve the returns.

The suggested changes (as included in the summary report template at annex A) include:

* Inclusion of Full-time Equivalents (FTE ) against roles in the ‘Number of staff by sex and main post’ table;
* Including sub-totals for teaching, non-teaching and total staff in the ‘Number of staff by sex and main post’ table;
* Change the ‘Number of staff by relevant qualification’ table to show all staff rather than breakdown by category;
* Change the ‘Number of staff by relevant qualification’ table to show all staff rather than breakdown by category;
* Change the ‘Number of staff by Welsh Language Ability’ table to show ‘teaching’ and ‘all’ staff rather than breakdown by category;
* Change the ‘Number of staff by ‘teaching / working through Welsh’ table to show ‘teaching’ and ‘all’ staff rather than breakdown by category;

**Annex A: Summary Report template**

**Summary Report for:** *(1)*

LA code: *(2)*

NAW school number: *(3)*

Medium of school: *(4)*

***November 2020***

**Staff numbers:**

**Number of staff by sex and main post:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Main post** | **Female** (5) | | **Male** (5) | | **Total** | |
| **Headcount (add number)** | **FTE (add number)** | **Headcount (add number)** | **FTE (add number)** | **Headcount (add number)** | **FTE (add number)** |
| Executive Head Teacher (6) |  |  |  |  |  |  |
| Head teachers (7) |  |  |  |  |  |  |
| Acting head teachers (8) |  |  |  |  |  |  |
| Deputy head teachers (9) |  |  |  |  |  |  |
| Assistant head teachers (10) |  |  |  |  |  |  |
| Leading Practitioners (11) |  |  |  |  |  |  |
| Other Qualified teachers (12) |  |  |  |  |  |  |
| Unqualified Teacher (13) |  |  |  |  |  |  |
| Other teachers (not QTS status but not 'unqualified' i.e. those covered by Education Specified Work and Registration) (14) |  |  |  |  |  |  |
| Trainees on Initial Teacher Education courses (15) |  |  |  |  |  |  |
| Permanent supply teacher (other than any entered in above categories) (nursery schools only) (16) |  |  |  |  |  |  |
| Contracted supply teacher (non-agency) (17) |  |  |  |  |  |  |
| **Total teaching staff (Sum)** |  |  |  |  |  |  |
| Higher Level Teaching Assistant (HLTA) (18) |  |  |  |  |  |  |
| Other teacher assistants/aides employed in the classroom (19) |  |  |  |  |  |  |
| Special Educational Needs support staff (20) |  |  |  |  |  |  |
| Foreign language assistants/language support (21) |  |  |  |  |  |  |
| ICT Staff (22) |  |  |  |  |  |  |
| School Business Manager or equivalent (23) |  |  |  |  |  |  |
| Matrons/nurses/medical staff (including NHS employees) (24) |  |  |  |  |  |  |
| Pastoral support staff (25) |  |  |  |  |  |  |
| Librarians and library assistants (26) |  |  |  |  |  |  |
| Examinations Officers/Invigilators (27) |  |  |  |  |  |  |
| Science and Laboratory Technicians (28) |  |  |  |  |  |  |
| Other Support Staff (29) |  |  |  |  |  |  |
| Administration staff (30) |  |  |  |  |  |  |
| **Total support staff (Sum)** |  |  |  |  |  |  |
| **Total staff (Sum)** |  |  |  |  |  |  |

**Number of staff by sex and additional roles undertaken (headcount):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Female** (5) | **Male** (5) | **Total** |
| Head of School (31) |  |  |  |
| Head of Department (32) |  |  |  |
| Head of Year (33) |  |  |  |
| Head of Key Stage/Phase (34) |  |  |  |
| Special Educational Needs Co-ordinator (35) |  |  |  |
| Sex and Relationship Education Co-ordinator (36) |  |  |  |
| Welsh Baccalaureate Co-ordinator (37) |  |  |  |
| Numeracy Co-ordinator (38) |  |  |  |
| Literacy Co-ordinator (39) |  |  |  |
| Cover Supervisor (40) |  |  |  |
| Welsh Language Coordinator (41) |  |  |  |
| Instructor (including sports coach) (42) |  |  |  |
| Minority Ethnic Support (43) |  |  |  |
| Traveller Support (44) |  |  |  |
| Welfare Officer/Assistant (45) |  |  |  |
| Data Manager/Analyst (46) |  |  |  |
| Other Roles (47) |  |  |  |
|  |  |  |  |

**Number of staff by relevant qualification (headcount):**

|  |  |
| --- | --- |
| **Qualification** | **Total** |
| Qualified Teacher Status (QTS) (51) |  |
| National Professional Qulification for Headteachers (NPQH) (52) |  |
| Higher Level Teaching Assistant (HLTA) Status (53) |  |

**Number of staff by ethnic group**

|  |  |
| --- | --- |
| **Ethnic group** (54) | **All Staff** |
|  |  |

[To include one row for each distinct main and extended ethnic background codes where there is at least one member of staff in the school in that category].

**Disability status of staff**

|  |  |
| --- | --- |
| **Disability** | **Number of staff** |
| Yes (56) |  |
| No (57) |  |
| Information not yet obtained (58) |  |
| Refused (59) |  |
| Total |  |

**Curriculum:**

**Number of teachers and teaching assistants teaching the curriculum by year group – lessons delivered through the medium of English**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group N1** (107) | | **Year Group N2 etc** (107) | |
| **Number of Teachers** (108) | **Number of Teaching Assistants** (109) | **Number of Teachers** (108) | **Number of Teaching Assistants** (109) |

**Number of teachers and teaching assistants teaching the curriculum by year group – lessons delivered through the medium of Welsh**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group N1** (107) | | **Year Group N2 etc** (107) | |
| **Number of Teachers** (110) | **Number of Teaching Assistants** (111) | **Number of Teachers** (110) | **Number of Teaching Assistants** (111) |

**Number of teachers and teaching assistants teaching the curriculum by year group – lessons delivered bilingually**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group N1** (107) | | **Year Group N2 etc** (107) | |
| **Number of Teachers** (112) | **Number of Teaching Assistants** (113) | **Number of Teachers** (112) | **Number of Teaching Assistants** (113) |

**Number of teachers and teaching assistants teaching the curriculum by year group – all lessons**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group N1** (107) | | **Year Group N2 etc** (107) | |
| **Number of Teachers** (114) | **Number of Teaching Assistants** (115) | **Number of Teachers** (114) | **Number of Teaching Assistants** (115) |

**Welsh Language:**

**Number of staff by Welsh Language ability**

|  |  |  |
| --- | --- | --- |
|  | **Number of teachers** (48) | **All Staff** |
| No Welsh language skills (60) |  |  |
| Entry Level (61) |  |  |
| Foundation Level (62) |  |  |
| Intermediate Level (63) |  |  |
| Advanced Level (64) |  |  |
| Proficient Level (65) |  |  |
| Information not yet obtained (66) |  |  |
| **Total** |  |  |

**Number of staff by teaching / working through the medium of Welsh**

|  |  |  |
| --- | --- | --- |
|  | **Number of teachers** (48) | **All Staff** |
| Teaching /working through the medium of Welsh in current post (67) |  |  |
| Able to teach / work the medium of Welsh but not doing so in current post (68) |  |  |
| Not able to teach / work through the medium of Welsh (69) |  |  |
| Teaching Welsh as a subject only (\*for teachers teaching up to NC year 6 only) (70) |  |  |
| **Total** |  |  |

**Teacher recruitment:**

**Vacancies for teaching posts advertised during academic year 2019/20**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Tenure (FT or PT)** (72) | **Number of Welsh Medium vacancies** (73) | **Total Applications** (74) | **Number of Appointments Made** (75) | **Number Temporarily filled** (76) |
| Executive Head Teacher – Full-time (77) | **F** |  |  |  |  |
| Executive Head Teacher – Part-time (77) | **P** |  |  |  |  |
| Head teachers Full-time (78) | **F** |  |  |  |  |
| Head teachers – Part-time (78) | **P** |  |  |  |  |
| Acting head teachers – Full-time (79) | **F** |  |  |  |  |
| Acting head teachers – Part-time (79) | **P** |  |  |  |  |
| Deputy head teachers – full-time (80) | **F** |  |  |  |  |
| Deputy head teachers – Part-Time (80) | **P** |  |  |  |  |
| Assistant head teachers - Full-time (81) | **F** |  |  |  |  |
| Assistant head teachers – Part-time (81) | **P** |  |  |  |  |
| Leading Practitioner – Full-time (82) | **F** |  |  |  |  |
| Leading Practitioner – Part-time (82) | **P** |  |  |  |  |
| Other Qualified teachers – Full-Time (83) | **F** |  |  |  |  |
| Other Qualified teachers – Part-time (83) | **P** |  |  |  |  |
| Unqualified Teacher – Full-time (84) | **F** |  |  |  |  |
| Unqualified Teacher – Part-time (84) | **P** |  |  |  |  |
| Higher Level Teaching Assistant – Full-time (85) | **F** |  |  |  |  |
| Higher Level Teaching Assistant – Part-time (85) | **P** |  |  |  |  |
| Teaching Assistant – Full-time (86) | **F** |  |  |  |  |
| Teaching Assistant –Part-time (86) | **P** |  |  |  |  |
| Special Educational Needs Co-ordinator (203) | **F** |  |  |  |  |
| Special Educational Needs Co-ordinator (203) | **P** |  |  |  |  |
| Foreign Language Assistant – Full-time (87) | **F** |  |  |  |  |
| Foreign Language Assistant Part-time (87) | **P** |  |  |  |  |
| Special Educational Needs support staff – Full-time (88) | **F** |  |  |  |  |
| Special Educational Needs support staff – Part-time (88) | **P** |  |  |  |  |
| **Total** |  |  |  |  |  |

**Teacher retention:**

**Number of teachers who left during the previous academic year by role and destination**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Employed in a non-teaching capacity within the education system** (89) | **Employed outside education** (90) | **Early retirement** (91) | **Retirement at normal retirement age** (92) | **Other** (93) | **Unknown** (94) |
| Executive Head Teacher (95) |  |  |  |  |  |  |
| Head teachers (96) |  |  |  |  |  |  |
| Acting head teachers (97) |  |  |  |  |  |  |
| Deputy head teachers (98) |  |  |  |  |  |  |
| Assistant head teachers (99) |  |  |  |  |  |  |
| Leading Practitioner (100) |  |  |  |  |  |  |
| Other Qualified teachers (101) |  |  |  |  |  |  |
| Unqualified Teacher (102) |  |  |  |  |  |  |
| Higher Level Teaching Assistant (103) |  |  |  |  |  |  |
| Teaching Assistant (104) |  |  |  |  |  |  |
| Special Educational Needs Co-ordinator (204) |  |  |  |  |  |  |
| Foreign Language Assistant (105) |  |  |  |  |  |  |
| Special Educational Needs support staff (106) |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |