

This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

School Workforce Census Webinar 2023

Welcome to the Webinar. The session will begin shortly

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions



School Workforce Census Workshop 2023

Alison York

Digital Services

Systems Management



Introductions

Objectives

This webinar will cover

Background information to school workforce census

Initial preparation of Bromcom to enable the production of SWC

Reviewing and editing the full range of staff data to support SWC

Producing the school workforce census

Consideration of validation errors

Outline of the Session

Requirements for Autumn 2023

Scope

What's collected

Main Changes

Reminders

Process

Detailed Reports

Summary Report

COLLECT

School Workforce Census –2023 Return Key Dates

Census day 02/11/2023

Falls in half term week

School Workforce Census – 2023 Return

Extract from DfE School Workforce Census Guide 2023

3.2.1. Collection date falling on a school holiday

Where the return date falls on a school holiday, data suppliers should base their snapshot data on the next working day, where practicable. For example, counts of occasional teachers and of third party support staff should be based on the next working day, curriculum data should be based on a typical week (see section 7.4, especially 7.4.2).

For those schools that access the department's on-line data collection facility (COLLECT) directly, the blade (or census specific loading and validation platform within COLLECT) for the [school workforce census](#) will be available from the Census day onwards on the live site. For more information on COLLECT, see sections 5.

What this means for the 2023 Return

Census day 02/11/2023

Head Count Data

Monday 06/11/23
(if not a teacher day)

Running the Census

w.c. 06/11/23

School Workforce Census –2023 Return Key Dates

Census day 02/11/2023

Absence collected
from 01/09/2022 to
31/08/2023

Continuous Contracts
collected from
01/09/2022 to
02/11/2023

Reference Date

Modules/ Census/ School Workforce Census

Workforce Census Parameters

Reference Date	<input type="text" value="02/11/2023"/>				
Title	<input type="text" value="2023 Autumn"/>				
Absences included from	<input type="text" value="01/09/2022"/>		through to	<input type="text" value="31/08/2023"/>	
Continuous Contracts from	<input type="text" value="01/09/2022"/>		through to	<input type="text" value="02/11/2023"/>	

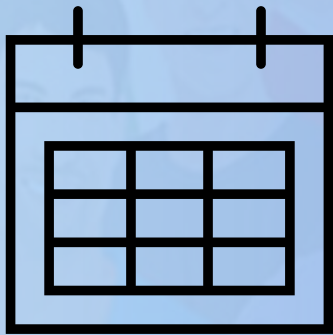
Absence and Contract dates are defined by the census specification and not expected to be changed.

Census Date

First Thursday of November

The collection's reference date is
2nd November

Collection Period



Collection period starts: 2nd November 2023

COLLECT opens for all Authorities 07.30am

Schools need to have Submitted their file in **COLLECT** by 17th November to allow LA time to check and Approve

Date of Extraction

The date Create and
Validate is run





Changes since School Workforce Census 2022

CHANGES

- New category of School Business Professional (SBP) for reporting workforce data in SWC 2023
- New SWC post of School Business Profession (SBP) has been added
- A further set of qualifications is included in the subject code set for use with SBP
- New data item for membership of the Senior Leadership Team has been added and is collected for all categories.



Staff Categories

DfE Guidance states -

Support staff based in the classroom for learning and pupil support must be assigned the post of **Teaching Assistant**. Examples include Higher Level Teaching Assistants (HLTA), Teaching Assistants (TA), special needs support staff, minority ethnic support staff and bilingual assistants.

'Support Staff' are split into three categories. These are '**School Business Professional**', '**Leadership - non Teacher**' and '**Other Support Staff**'. Schools and local authorities are not expected to return the Qualification or Additional Payment modules for 'Other Support Staff'.

'**School Business Professional**' refers to staff is expected to include staff with the roles of 'Bursar', 'Business Manager', 'Finance Officer', 'Office Manager', 'Premises Manager' or 'ICT Network Manager'

'**Leadership non-teacher**' refers to any member of staff, not reported in a teaching post, who is part of the school's Senior Leadership Team (SLT) or has other formal leadership responsibilities. This includes, but is not limited to, staff with school business responsibilities, for example, finance, operations, HR and other support staff formally recognised in leadership posts.

Which members of staff should be classified as **SBP** (School Business Professions)?

The DfE validation 'rules' can be instructive for understand what the DfE has in mind

DfE validation errors 4589 and 4605 make is very clear that a teacher cannot be a SBP.

- Error 4589: Leaving Reason of 'No longer teaching but still in education' or 'Left the teaching profession' is invalid for School Business Professionals.
- Error 4605: Origin of 'First employment in teaching' is invalid for School Business Professionals.

DfE validation query 6560Q indicates that a SBP might well be a member of the SLT (Senior Leadership Team).

- Query 6560Q: The school has School Business Professionals, but none are on the SLT. Please check and confirm this is correct.

DfE validation query 6570Q indicates that a SBP is likely to have one or more qualifications to report and these are likely to be at level 3 and above, given that the qualifications added by the DfE for SBP are at levels 3 to 7.

- Query 6570Q: No qualifications are recorded for staff with post of 'School Business Professional'. Please check and confirm this is correct.

Staff > Staff Profile > Contracts > Add/Edit Contract > Contract Information tab - School Business Professional has been added to the Post (SWF)* dropdown choices.

Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions Working Hours

Start Date: 03/10/2011 End Date: Last Updated:

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 32.5

Contract Type* Permanent Date of Last Pay Review:

Post: Teacher, Other Post (SWF)* Assistant Head SLT

Paid a Daily Rate

Notes:

- <NOT SELECTED>
- Advisory Teacher
- Apprentice Teacher
- Assistant Head
- Classroom Teacher
- Classroom Teacher, main pay range
- Classroom Teacher, upper pay range
- Deputy Head
- Executive Head Teacher
- Head Teacher
- Leadership - Non Teacher
- Leading Practitioner
- Other Support Staff
- School Business Professional**
- Teaching Assistant

School Business Professional



Destination and Leaving reason
will be required for School
Business Professionals

New qualifications for use with SBP

- a. *Level 3 School Administration Foundation Certificate*
- b. *Level 3 Procurement & Supply Assistant*
- c. *Level 4 SBP Apprenticeship*
- d. *Level 4 Diploma SBM*
- e. *Level 4 Commercial procurement & supply*
- f. *CIPFA Certificate in Public Sector Asset Management for School Business*
- g. *Level 5 Diploma SBM*
- h. *Level 6 Chartered Manager Degree Apprenticeship*
- i. *CIPFA Diploma in School Financial and Operational Leadership*
- j. *Level 7 Senior Leaders Masters Degree Apprenticeship*

A flag to identify members of the Senior Leadership Team (SLT) in schools has been added.

Staff>Staff Profile> Contracts > Add/Edit Contract > Contract Information tab

A SLT (Senior Leadership Team) toggle has been added. This flag indicates whether a staff member is part of the Senior Leadership Team, and default is set to NO, **except** where the Post is one of the SLT (Head Teacher, Deputy Head, Executive Head Teacher, Assistant Head, or Leadership – Non-Teacher.)

The screenshot shows the 'Add / Edit Contract' form with the 'Contract Information' tab selected. The form includes fields for Start Date (03/10/2011), End Date, and Last Updated. Below these are instructions for selecting a contract type based on payment arrangements. The 'Hours per Week' is set to 32.5. The 'Contract Type*' dropdown is set to 'Permanent'. The 'Date of Last Pay Review' is empty. The 'Post' dropdown is set to 'Teacher, Other'. The 'Post (SWF)*' dropdown is set to 'Assistant Head'. There are checkboxes for 'Paid a Daily Rate' and 'Do not include in Census', both of which are unchecked. A 'Notes' field is present at the bottom. At the bottom right, there are 'Close' and 'Save' buttons. A red box highlights the 'SLT' toggle switch, which is currently turned on. A red arrow points from the text on the left to this toggle.

Schools for which Data will need to be submitted in the School Workforce Census

- The 2023 school workforce census covers publicly funded English schools and includes community, foundation, voluntary aided and voluntary controlled schools as well as academies, including AP academies (alternative provision academies) and free schools, maintained nursery schools
- The following types of establishment must return the school workforce census:
 - primary schools
 - secondary schools
 - maintained nursery schools
 - maintained special schools
 - pupil referral units
 - Academies (including free schools, studio schools, UTCs and Alternative Provision academies).
 - City Technology Colleges.

“The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and LAs by virtue of regulations SI2007/1264 and amendment SI2009/2266 made under sections 113 and 114 of the Education Act 2005.”

Which Staff are included in the SWC?

- ▶ Full and part-time teachers, teaching assistants and other support staff that are employed by schools including PRUs.
- ▶ “Teacher” comprises:
 - ▶ those teachers who are employed directly by a school whether they have QTS (or QTLS or EYTS) or not
 - ▶ agency/service agreement teachers working within a school in a post that would normally be filled by a teacher employed by the school
- ▶ Note – if analysis of supply teachers is published in future any teachers on a fixed term contract of less than 12 months duration will be regarded as supply teachers

“Teaching assistants” is comprised of support staff based in the classroom for learning and pupil support, for example HLTAs, teaching assistants, special needs support staff, nursery officers/assistants, minority ethnic pupils support staff and bilingual assistants.

“Other support staff” is comprised of support staff that are not classroom based, for examples matrons/nurses/medical staff, librarians, IT technicians, technicians, administrative officers/secretaries, bursars and other administration/clerical staff, premises and catering staff.

School Business Professionals, schools are asked to record School Business Professional under a new post. This will include people previously listed as ‘Leadership – Non Teacher’.

Further details about staff for whom school workforce (individual) and school level (headcount) data is required is given in the DfE Guidance.

Staff for whom School Workforce Level Data is required

Teachers and Support Staff who work for schools, including PRUs, if they are in regular service with current contract or service agreement at Census Reference Date

Staff who are no longer employed by the school/LA but who were in regular service during the previous academic year –
1 September 2022 to 31 August 2023

Staff are said to be in regular service if they have completed service of 28 days or more with the school, or are expected to do so, before the end of their contract or service agreement.

The following (if they are in regular service) are examples of those for whom school workforce level data should be returned:

Teachers employed by the school, both with and without QTS, EYTS or QTLS

Support staff employed directly by the school

Teachers working at the school who have been supplied by an agency or LA if the LA is acting like a supply agency

Staff on paid or unpaid absence, whether long or short term

Teachers on the School Direct (salaried) programme, the Overseas Trained Teacher Programme (OTTP) and the Teach First programme

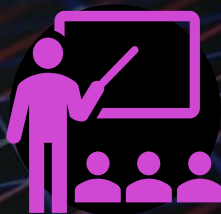
School Workforce Level Data *does not* need to be Returned for the Following:



Temporary staff with service of less than 28 days and who are not expected to complete service of 28 days or more



Casual staff without contracts employed on an ad hoc basis.



PGCE students on teaching practice.



Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme.

School Workforce Level Data *does not* need to be Returned for the Following:



Staff working in extended school service provision, for example, breakfast and after school clubs, sure start and children's centres. Note that staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, for example, before, after, or during the normal school day



Staff employed by the LA that provide support to schools, for example, peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the LA)

School Workforce Level Data *does not* need to be Returned for the Following:



Teachers only engaged in the one to one tuition programme



Governors and voluntary staff



Staff for whom there is no role identifier code that equates to the function they carry out, for example, clerk to governors, school crossing patrol staff and school improvement partners



Staff whose contracts finished prior to 1 September 2022

If a member of staff works at two establishments, one which is in scope for the school workforce census and one which is not, then information should be returned for their activity which falls within scope of the school workforce census only

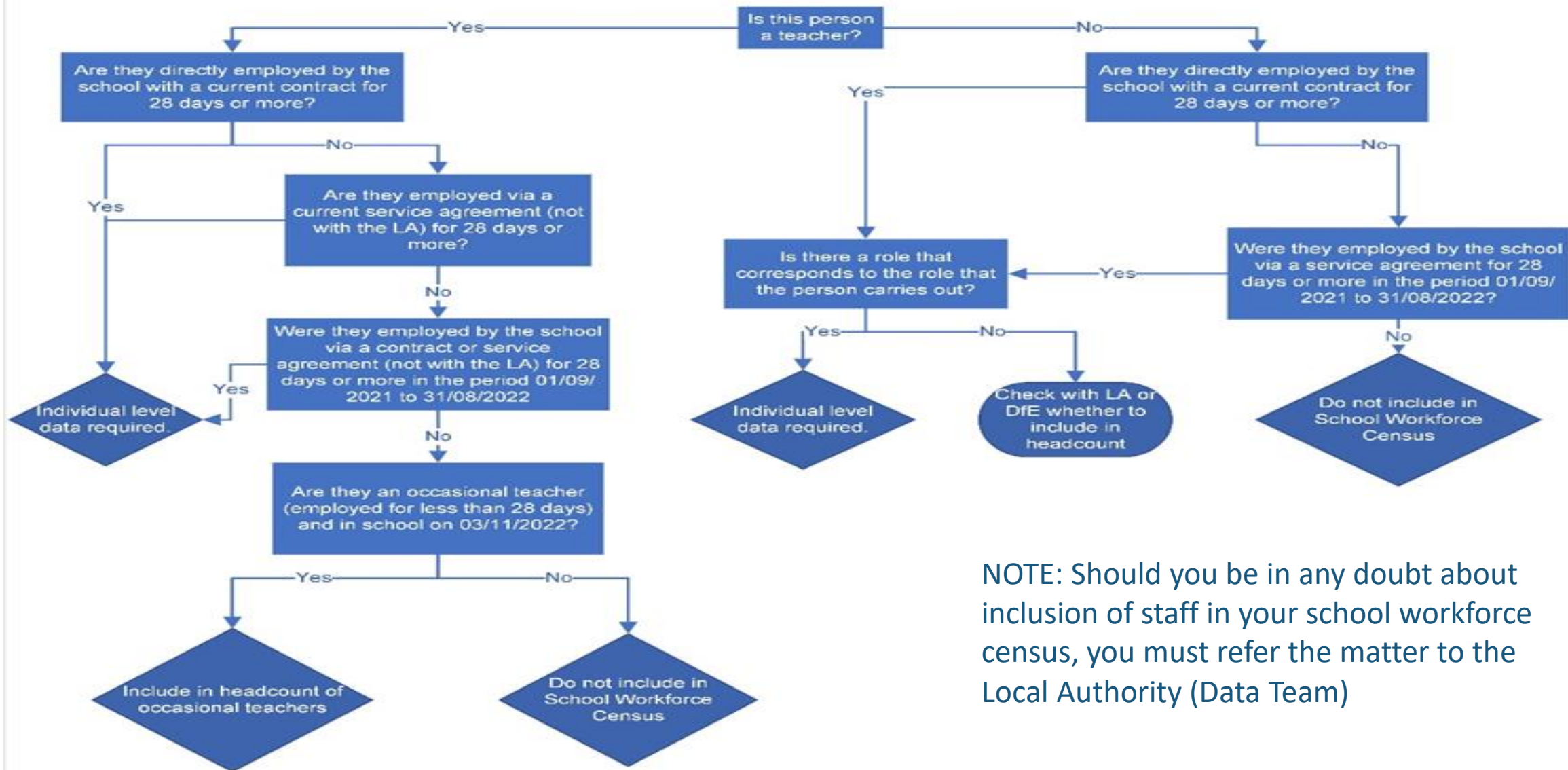
- ❖ For example, a nursery assistant might work at a Sure Start centre and a maintained nursery and school workforce level data would need to be returned for the portion of time they are working in the maintained nursery only

Staff for whom School Level Data is required

School level (headcount) rather than school workforce (individual) level data is required for the following two groups of staff:

- supply teachers that have a contract or are employed under a service agreement, with a school for less than 28 days (occasional teachers) and are in school on the Census day
- support staff not employed directly by the school or the LA (third party support staff), for example teaching assistants, contract cleaners, nurses employed by the PCT, outsourced IT technicians and are in school on the Census day

Flow diagram to assist schools in deciding which staff to include in the School Workforce Census



NOTE: Should you be in any doubt about inclusion of staff in your school workforce census, you must refer the matter to the Local Authority (Data Team)

Data Protection and Security

Legal duties under the General Data Protection Regulation: Data Security

Schools and local authorities have a (legal) duty under the General Data Protection Regulation to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioners Office.

It is vital that all staff with access to personal data understand the importance of protecting it, that they are familiar with your security policy, and that they put security procedures into practice.

Dates of Returned Information

Absences

Between the DfEs notional start and end of the previous Academic Year (inclusive) 01/09/2022 and 31/08/2023 (inclusive)

Workforce Census Parameters

Reference Date	<input type="text" value="02/11/2023"/>				
Title	<input type="text" value="2023 Autumn"/>				
Absences included from	<input type="text" value="01/09/2022"/>		through to	<input type="text" value="31/08/2023"/>	
Continuous Contracts from	<input type="text" value="01/09/2022"/>		through to	<input type="text" value="02/11/2023"/>	

Absence and Contract dates are defined by the census specification and not expected to be changed.

Dates of Returned Information

Continuous Contracts

Between the DfEs notional start of the previous Academic Year and Census Day (inclusive)

Contracts between 01/09/2022 and 02/11/2023 (inclusive)

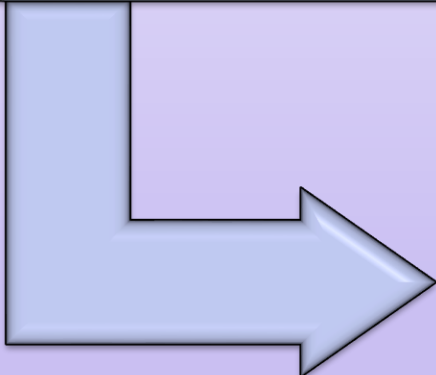
Workforce Census Parameters

Reference Date	<input type="text" value="02/11/2023"/>				
Title	<input type="text" value="2023 Autumn"/>				
Absences included from	<input type="text" value="01/09/2022"/>		through to	<input type="text" value="31/08/2023"/>	
Continuous Contracts from	<input type="text" value="01/09/2022"/>		through to	<input type="text" value="02/11/2023"/>	

Absence and Contract dates are defined by the census specification and not expected to be changed.

Validation query 6260Q – A reminder


This query checks whether a school has at least one member of staff with a qualification subject of 'SEN - SENCO - Z201'



where schools have checked and it is true that no member of staff has this qualification the school just needs to add a note on COLLECT


EXCLUDING INFORMATION


Workforce members and all their details can be excluded from the Census by adding a tick in the **Staff Details > Employee Details** panel


Ms K Bunting 


Staff Details

Name Details Additional Information **Employee Details** Previous Names


Date Started at the School*
03/07/2017 

Continuous Service Date
 


Staff Leaving Date
 


Leaving Reason
<NOT SELECTED> 

Supply Staff

Do not include in Census 

Current Job Title
Business Manager

Local Authority Start Date
03/07/2017 

NI Category
A 

Next Employer

For Contract Purposes this person is considered to be full time

Trained overseas before achieving QTS

EXCLUDING ONE CONTRACT

A Staff contract can be excluded from the census by adding a tick to **Do not include in Census** in the Contract / Contract Information panel



The Other contracts for this person will be included if the tick is not in

Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions Working Hours

Start Date: 03/07/2017 End Date: Last Updated:

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 37

Contract Type*: Permanent Date of Last Pay Review:

Post: Admin Officers/secretaries Post (SWF)*: School Business Professional SLT

Paid a Daily Rate Do not include in Census

Notes:

Close Save

[https://www.hesa.ac.uk/
support/documentation/
jacs/jacs3-detailed](https://www.hesa.ac.uk/support/documentation/jacs/jacs3-detailed)



OPEN DATA

DATA COLLECTION

SUPPORT

ABOUT

[Support](#) » [Definitions and data standards](#) » [Subjects, disciplines, industries and occupations](#) » [JACS codes](#) » [JACS 3.0: Detailed subject codes](#)

JACS 3.0: Detailed (four digit) subject codes

JACS 3.0 was introduced in 2012/13.

Download as a *.csv 

A - Medicine and Dentistry

A100	Pre-clinical medicine	Vocational science of preventing, diagnosing, alleviating or curing disease in homo sapiens. Includes such areas as Anatomy, Physiology, Pharmacy and Nutrition which can be specialisms in their own right.
A200	Pre-clinical dentistry	Vocational science concerned with the diagnosis and treatment of damage, disease and disorder to the teeth and gums of homo sapiens.

For a degree in English Language can return either:
 Q300 English Studies (Subject Code) or
 Q310 English Language (more detailed JACS Code)

Subject Code






JACS codes

Q300	English studies	The study of the English language and literature originally written in English using the techniques of literary analysis and interpretation. May involve studying the structure of the language, its history, grammar and use.
Q310	English language	The study of the history, grammar and use of English. Includes pronunciation and articulation.
Q320	English literature	The study of literature originally written in English. Includes the use of techniques of literary analysis and interpretation.
Q321	English literature by period	The study of English Literature written within a particular chronological period.
Q322	English literature by author	The study of the works of a particular author of English Literature.
Q323	English literature by topic	The study of English Literature written describing particular cultures, societies, skills, periods of history, etc.
Q330	English as a second language	The study of the structure and acquisition of English from the point of view of a non-native speaker. Includes pronunciation and articulation.
Q340	English literature written as a second language	The study of English Literature written by authors whose native language is not English.

Detail Reports

Reports > Census > School Workforce

SCHOOL WORKFORCE

-  Staff Absence Details Report
-  Staff Contract Details Report
-  Staff Curriculum Allocation Report
-  Staff Details Report
-  Staff Qualification Details Report

Reports > Quick Report > View Reports

Actions > Import Report

Additional
Report

Report Import

Source Exported Report Template File (.xml) Online Report Repository

Select the report backup file to import

[Browse](#) Choose a file

[Import](#) [Close](#)

Online Report Repository

[Print](#)

- Bromcom
- Bromcom Finance
- Coventry
- Coventry City Council**

SWC Data Check Report

Reports > Quick Report > View Reports

Actions > Import Report

Additional Report

Report Import

Source Exported Report Template File (.xml) Online Report Repository

Select the report backup file to import

[Browse](#) Choose a file

Report Import

Source Exported Report Template File (.xml) Online Report Repository Coventry City Council Include previously imported reports

Grid actions [Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

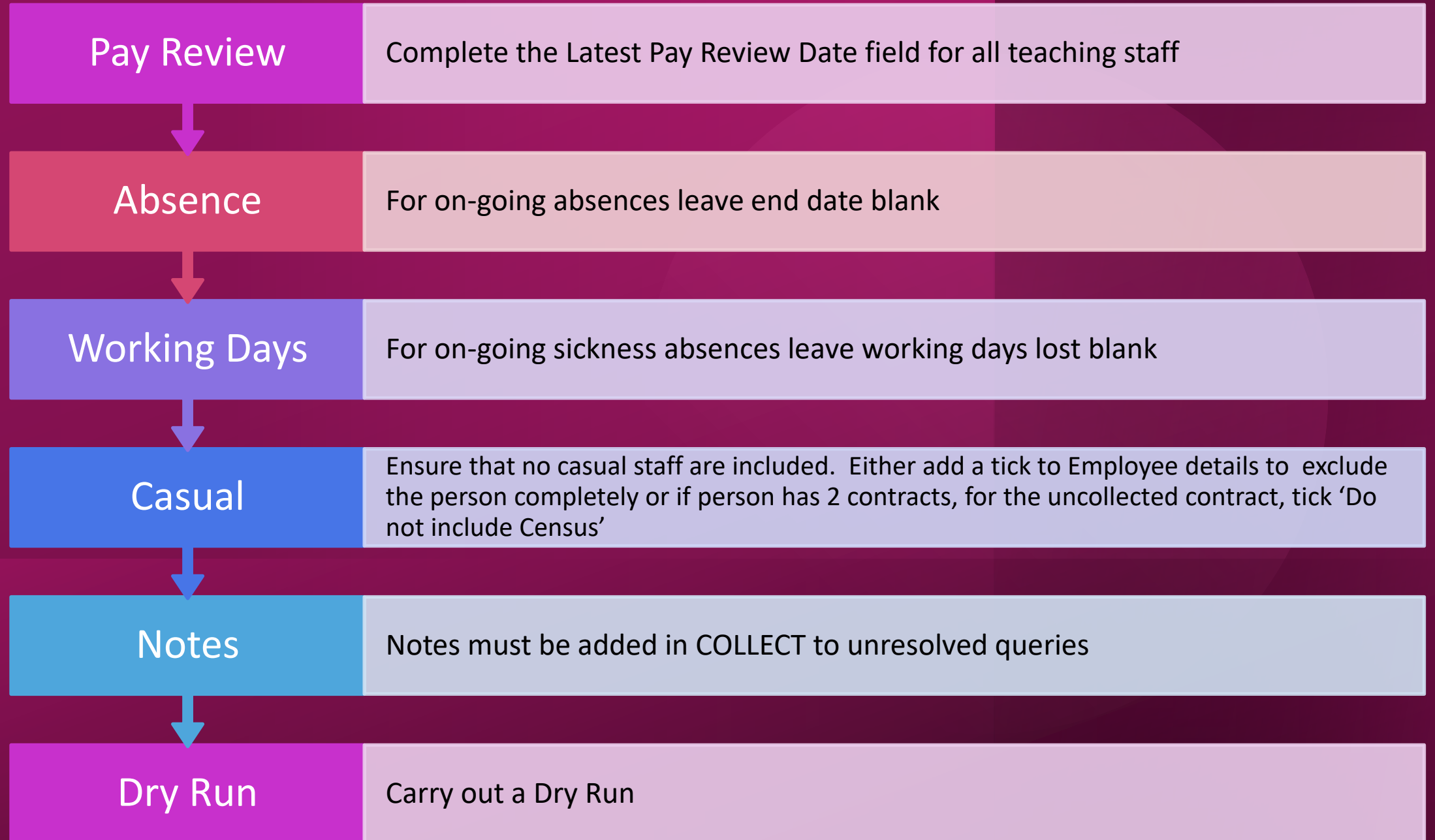
<input type="checkbox"/>	Report Name	Description	ORR Reference	
<input type="checkbox"/>	Cash Payments Between Dates	Used to look at cash payments made for trips, clubs and products between a date range.	732	i
<input type="checkbox"/>	Parental Consent Report		738	i
<input type="checkbox"/>	Roles and Permissions	Shows which person each role contains.	728	i
<input type="checkbox"/>	Roles and Users	Shows user roles and which users have those roles.	729	i
<input type="checkbox"/>	SWC Data Check Report		740	i

[Import](#) [Close](#)

SWC Data Check Report



Some Reminders





Some Hints

Date of Last Pay Review

Staff > Staff Profile > Contracts > Add/Edit Contract > Contract Information tab -

Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions Working Hours

Start Date: 20/05/2009 End Date: Last Updated:

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 32.5

Contract Type* Permanent

Date of Last Pay Review

Post: Teacher, Other Post (SWF)* Assistant Head

Paid a Daily Rate Do not include in Census

Notes

Close Save

Teacher Number
NQT
Qualified Teacher Type
QTS
HLTA

Performance Management

Background Check

Documents

Qualification Checks

Teacher Status	New Teacher Status	Teacher Type	Tea
Qualified Teacher	Not Newly Qualified Teacher	N/A	04

Prohibition from Management (Section 128) for Leadership Team Check Complete: [Incomplete](#)

Prohibition Check Complete: [Incomplete](#)

Original Exam Certificate Seen: [Incomplete](#)

Verified with NCTL: [Incomplete](#)

Add / Edit Qualification Checks

Professional Details

Qualification Checks

Teacher Status
Qualified Teacher

Newly Qualified Teacher Status
Not Newly Qualified Teacher

Qualified Teacher Type
<NOT SELECTED>

Teacher Number
0463237

Teacher of Minority Students
<NOT SELECTED>

QTS Achieved

QTS Route
<NOT SELECTED>

Induction Completed

HLTA Date

Higher Level Teaching Asst status

Is Leadership/Head of Department

Qualified Teacher Learning and Skills Status

Overseas Trained Teacher

Early Years Teacher Status

Close Save

Staff > Staff Profile > Background Check > Qualification Checks

LET'S LOOK AT
THE TRAINING
DATA

COLLECT Portal Familiarisation

Home Page

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Consistent Financial Reporting_2009-2010	Source	[Redacted] ry School	Live	16/07/2010 00:00:00	-824
SchoolWorkforceCensus2012	Source	[Redacted] School	Live	09/12/2012 00:00:00	53

[Select Data Collection](#)

News

Welcome to Familiarisation COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).

COLLECT is the DfE Centralised Data Collection and Management System for Education.

Last Updated : 13/09/2012 09:51:00

Version: 5.0.0.0

Contacts

HR -
Schools
HR Team

Data Team –

- Rayna Begum
024 7697 2076

ICT Services – Service Desk
schoolsict@coventry.gov.uk

7678 6620



Questions

Thank You!

The image features the words "Thank You!" rendered in a bold, blue, 3D sans-serif font. The letters are thick and have a slight shadow on their top surfaces, giving them a three-dimensional appearance. They are placed on a smooth, light-colored surface that reflects the text and the light from above. A soft, circular spotlight illuminates the text from above, creating a bright area around the words and a gentle gradient towards the darker background. The overall composition is clean and professional.