The Staffing Book

Limacon Technical

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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 (VI 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.

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	6

Meetings

Curriculum Diagrams

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
								HWO5 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 diagam 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 KWI4	Bb POB5 LPO4	Ar NDY6 JCA3	As CBU5 GAN4	As CBU5 GAN4
Er2	Ch RJO5 JRA4	Bi SNI5 KWI4	Ch JRA5 NAL4	Ch RJO5 NAL4	Bb POB5 LPO4
Er3	Go DSI9	Ec TCM5 IST4	Cm GBR6 MCE3	Dr EDR5 JVL4	Bi Closed
Er4	Hi PSH5 JGR4	El CPE5 KJB4	Gg AHU5 KGR4	Ec TCM5 IST4	Cl PSH5 CBC4
Er5	Ib MPA5 MCE4	Ms SJS5 SKE4	Hi DSI5 EED4	El ECW5 BAI4	Ec TCM5 IST4
	Ma VBH6 HGR3	Pd LPE5 MCU4	Ma JBA6 MLI3	Fr moved to Block E	El CPE5 HWO4
	Ma Closed	Ph HHD5 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 HHD5 CHE4	Ms SJS5 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 AHI3 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 AHI5 FGR4
Er3	Cm JBA6 MCE3	Cl CBC5 PSH4	Ch RJO5 TLY4	Go DSI5 AHI4	Ch JRA5 TLY4
Er4	Ec IST5 POB4	Dr JVL5 EDR4	Ec IST5 TCM4	Hi GNE5 TCL4	Ec IST5 TCM4
Er5	El ECW5 CSI4	El ECW5 LUT4	El 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 AHI4	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	Mu ARO3 MBA3 SST3	Ma LTA5 JBA4	Py NHI5 MJU4
En	Ph LDA5 CHE4	Ph LDA5 JMA4	Pt NBE5 JCA4	Sc FGR3 GST3 JMA3	Rs NKE6 SWI3
Ma	Py NHI5 MJU4	Pt NBE5 NDY3	Tx JMC4 LPE4 SDO1	So JCD6 DSH3	So APA6 DSH3
	Rs DSA6 NKE3	Py NHI5 MJU4			Tu HNA8 MCE1
	Sp EDE6 TDS3	So APA6 DSH3			Er DMU6

Part-Time Teachers

Code	1Mon	1Tues	1Wed	1Thurs	1Fri	2Mon	2Tues	2Wed	2Thur	2Fri	Notes	Subj			O	Off all day
ARO	T	T	T	T	O	T	T	T	O	O		Mu			T	In but at restricted times
BAM	T	T	T	O	O	T	T	T	O	O		Pe				
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

Subjects

Loadings

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.)