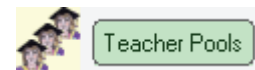


C20. **Teacher (or Room) Pools Screen** (optional)



TimeTabler allows you to define Pools of Teachers (or Special Resources).

For example, you could specify a Pool of Art teachers. **TimeTabler** then knows that it can use any of the teachers in the Pool as an alternative teacher (providing they are not already teaching).

No.	Pool Name	Subject	Size	Teachers or Special Resources in the Pool
1	=PE	PE.	2	AS ABe
2	=pe	PE.	2	SM SO
3	=Ar	Art	3	TTi HL BI
4	=Lb	Sci.	5	Lb1 Lb2 Lb3 Lb4 Lb5
5	=Ph	Phys	3	KJo RPa JSi
6	=Sc	Sci.	9	KJo RPa RC GWa PW HK MC JSi MG

Number of Teacher (or Room) Pools: 6

Pool Details: Pool name: =Ar Pool Subject: Art Pool of Rooms?:

Teachers: Edit Teachers or Resources in Pools

+ New Apply Delete Print Help Close

Example 1

The first two rows on the screen above show 2 male PE teachers (AS and ABe) in a Pool called =PE, and 2 female PE teachers (SM and SO) in a Pool called =pe.

If you wanted a male and a female teacher for a PE lesson, you would enter in a batch:

8AB S =PE =pe (using the Simple Block wizard, section D6)

TimeTabler will then choose either AS or ABe, **and** either SM or SO, depending who is free in that period. Clearly this will increase the solution-space that is available to you.

TimeTabler will never let you use more than 2 male or 2 female PE teachers in any period.

Example 2

The third row above shows 3 Art teachers (TTi, HL, BI) in a Pool called =Ar.

If you wanted any two Art teachers, then you would enter in one of your batches:

7A D =Ar =Ar

If you wanted Art teacher HL and either of the other two, then enter:

7A D HL =Ar

Note that you can mix Pools and specific teachers/special resources within the same activity. However **TimeTabler** ensures that it never uses more than 3 Art teachers in any period.

Note that **TimeTabler** simply arranges (in the example above) that no more than 3 Art teachers are used in any time-slot. So Teacher Pools are very useful for subjects like Art, Drama, RE, Music which often have just one lesson per cycle. But Pools are **not** good for subjects like French, English, Maths, because you will find it difficult or impossible to arrange for **all** the lessons in the cycle to be taken by the same teacher! See the caveats section on the next page.

Example 3

A teacher can be in more than one Pool (up to a maximum of 6 pools).

See the teachers in the Science Pool and the Physics Pool shown above.

Example 4

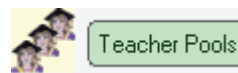
We have only 5 Science Labs. How can I ensure I keep within this limit?

Look at the Teacher Pools Screen on the previous page.

The fourth row shows 5 Special Resources (Lb1, Lb2, etc) representing 5 Science Labs.

They are in a Pool called =Lb.

You simply attach =Lb to every activity that needs a Science Lab.



eg. 10A DD AB CD EF =Lb =Lb =Lb

shows 3 teachers (AB, CD, EF) needing a Lab each.

TimeTabler will make sure that the activity is not placed in a period unless 3 of the Labs are free. ie. it will not 'break the Bank' of 5 Labs in total.

If you just want to control the usage of a single unique resource (eg. a single Drama Studio) see the simpler method in H9 or C18. See also Section C8, part 5.

Example 5

For Science, how can I ensure a Double period in a Lab and a Single in a Classroom?

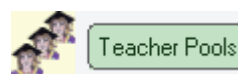
Suppose class 7A has 3 periods for Science (as a Double and a Single), with Teacher AB.

If you define a 'Pool' of Science Labs (=Lb) as in Example 4,

then enter:

7A D AB =Lb

7A S AB



and then use Global DayBlocking (see D9 and H21) to ensure that these two lessons are not placed on the same day.



(i) Make sure that you use a **different** Global DayBlocking code for each group of activities. Use Section **D29** to check this easily.

(ii) For more about Rooming methods see sections C8 and F21–23.

Two important Caveats about Pools

1. **TimeTabler** does **not** ensure that the same Teachers will be assigned to teach every lesson of the activity. If there are 3 teachers in a =Ph Physics Pool, then all that **TimeTabler** can ensure is that no more than 3 of these =Ph lessons will occur in any period (time-slot).

Some examples to illustrate the consequences of this:

- An English activity like: 7A SSSSS =En is probably NOT a good idea, because **TimeTabler** will not ensure that the same English teacher teaches all 5 lessons. ie. 'split-teaching'. Perhaps even 5 different teachers for the 5 lessons!
- Scottish schools are likely to want to type in columns from a Schematic like:
S4A SSS =Ph =Hi =Hi =Gg =Fr =Sp =Mu =Ar
but be aware that this will almost certainly cause split-teaching.

When the activities have been assigned, then the next step is to print out a Pool Timetable, so that you or the Head of Subject can decide which (real) teacher should teach each group, preferably in as consistent manner as possible. Then the {soft} allocations of Pool Teachers that **TimeTabler** has made can be converted into {hard} allocations of actual Teachers on the Edit Details Screen. This is explained in more detail on the next page.

- An activity like: 7A S =Dr will probably work well, because if there is only one lesson of Drama in the timetable cycle then there is no problem about having the same teacher.
- Other subjects that are probably good for use with Pools in Lower School include Art, PE, PSHE, Music, RE, or any subject that appears only once in a cycle, or else it doesn't matter if there is split-teaching. In these cases the use of Pools can give you more flexibility and solution-space.

2. A Teacher can be in a maximum of 6 Pools. In any case you need to be careful about including a Teacher in several Pools because of the complexity.

continued...

Entering Pools

On the Teacher Pools Screen, click on **New** to add a new Pool and enter the name in the yellow box (2 characters, eg. PE). Select a Subject in the other yellow box. This is the subject name that will be printed with each Pool assignment on the timetable.

Click **Apply** to save this Pool.

Then click on the **Edit Teachers in Pool** button (or double-click on a row) to see a list of all your Teachers and Special Resources (shown at the bottom). Double-click the cells of the ones you want in this Pool, so that the cell turns green. Then click Close.

Note 1 : Do not use Pools unnecessarily!



Note 1 : Do not enter teachers in more than one Pool unnecessarily!

Note 2 : Don't delete a teacher from a pool (or move to a different pool) while he has 'soft' lessons.

'Soft' and 'hard' assignments

If your batch entry is **7A D HL =Ar** then when the activity is assigned on the timetable, HL is definitely assigned in that double-period. This is a definite or '**hard**' assignment.

However the assignment of =Ar as another Art teacher is a '**soft**' assignment.

One of the available Art teachers will be reserved for this double-period, but if later that teacher is needed for a 'hard' assignment to another class, the =Ar (soft) will be transferred to another free member of this Pool. At some stage you will want to convert 'soft' to 'hard'.

Staff Timetable Screen (see F12)



On this screen, 'soft' allocations are shown by a teacher icon  in the relevant cells.

The Pools are shown at the very bottom of the list.

Pool timetable printout

Teacher Pool timetables

On the Print Menu, choose **Teacher Pool timetables** to get printouts for the Pools. 'Hard' assignments are shown in black. 'Soft' allocations are underlined in blue. See also J22.

You or a Head of Department can use these to decide which specific teachers to allocate to particular activities (by making them 'hard'). In doing this you will want to pay attention to:


- each teacher's overall teaching load, see the Statistics Screen,
- keeping the amount of 'split-teaching' to a minimum.



Converting 'Soft' to 'Hard'

At some stage or stages you may want to convert 'soft' allocations into 'hard' assignments. You may wish to do this:

- a) In stages. eg. after scheduling the Upper school with some Pool teachers in some subjects, convert them to 'hard' assignments before continuing with the Lower school.
- b) At the end. eg. after giving a printout (see above) to the Head of Department to allocate specific teachers to particular classes.

There are 2 ways to convert 'soft' to 'hard' assignments:

1. On the Class Timetable Screen,  the activity, then go to the Batch and change the activity to show the specific teachers, and then use the Priority Screen to re-assign them to the original period. See Flowchart K7.

- or
2. On the Staff Timetable Screen, double-click on a  cell (or use the  button) to view this activity (see Flowchart K8).

a) Change the Teacher if necessary,

either by selecting a different teacher in the Teacher box,
or by using the **Swap** button.

b) If the 'Pool' box is showing a Pool (eg. =PE), then it means this teacher is 'soft'.

Select {none} from the drop-down list to assign the teacher as 'hard' (ie. definite).

Then click **Apply**. Do this for each teacher in a team. Then **Close**.

Note that this method (2) does not change the activity-batch, so if you continue scheduling and Unassign an activity later, you will lose the changes made here.