

Staffed and Unstaffed Activities

After you have entered your Activities in the Batches, and checked the Curriculum Diagram, you will be ready to enter the Staffing details (and perhaps do some 'What if...?' investigations).

There are three possibilities for the staffing:

1. Specific Teachers

In this method you enter the details of the specific teacher for each activity.

This is the usual method in many parts of the world.

And you need to do this if you want to use the Combing Chart.

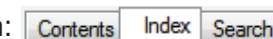
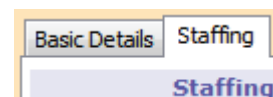
You can collect this staffing data, either

(i) in the traditional way by paper/e-mail and then use the Staffing Tab within the relevant wizard, to enter it:

or

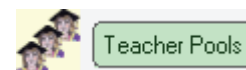
(ii) by using the quicker Proforma method (of Excel spreadsheets) as explained in Section D15 in your **TimeTabler** Manual.

You can also get details by typing 'Proforma' in the Index field of any Help screen:



2. Pools

Alternatively you can use Teacher Pools as explained in Section C20 of your **TimeTabler** Manual. This is a common method in Scotland.



Obviously you can mix methods, using specific details as in (1) for some activities and the Pools method for others.

The Pools method works particularly well for subjects such as Art and Drama, that may have only one instance per week and it then gives you extra flexibility for the timetable. But it works much less well for subjects like Maths and English as it is likely to cause split-teaching. See page 4.

3. Unstaffed activities

It is possible – though not generally recommended – to schedule a timetable, without pre-staffing the activities at all.

You can use this method not only for the  pre-timetabling test, but also for the actual timetable.



In this method, **TimeTabler** chooses the teacher for each activity, within broad limitations specified by you. More details are given on the next page.

You could use methods (1) and (2) for some activities, and method (3) for the remainder. If so, pre-staffed activities will be automatically scheduled first.

This Unstaffed method is not recommended for a 'real' timetable, because it can lead to a lot of split teaching, see page 4. However it can be a useful pre-timetabling feasibility check.

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Preparing for using Unstaffed activities

Timetabling with completely unstaffed activities is not possible in **TimeTabler** and in any case such a method would be completely divorced from reality and the result would be meaningless. Timetabling would be easy if you had an unlimited number of staff, and if every teacher could teach every subject!

What **TimeTabler** does in this method is auto-allocate staff to the activities in your Batches, as 'placeholders', in order to schedule them. It auto-allocates the staff based on guidelines that you provide. It does this while it is scheduling the activities (see the next page).

For example, if the unstaffed activity is for French, then:

1. Where possible, a Teacher whose '**Main Subject**' is French is chosen first. The Main Subject is set on the Teachers Screen.

For example, here LMu has a main subject of French:

Teachers						
Initials	Full Name	Dept / Faculty	Main Subject	1st Room	2nd Room	3rd Room
LMu	Mrs L.MURRAY	11	French	U29	U7	L2
JD	Mrs J. BAILEY	11	French	U10	U8	U9

2. Otherwise a Teacher who is offering French as a '**Second-subject**' is chosen next. The Second (and further) Subject that a teacher can offer is entered on the Subjects Offered Screen. This can be reached via Teachers Screen → Advanced → [Subjects Staff can teach \(Teachers' 2nd Subjects\)](#) or via the Staff Planning Centre.

For example, here DKe mainly teaches Geography but is able to offer some periods of French:

Subjects offered by each Teacher (Subjects Staff can Teach)																					
Use this screen to say what a teacher's Main and 2nd subjects are, and how many periods of each of those subjects s/he is expected to deliver. To do this, click on any cell (left -click for Main subject, right -click for 2nd subject) and say how many periods of that subject this teacher is expected to deliver in each cycle. Click here for some examples. Once you have done this, you can read two useful reports .																					
	Art	Biol	Bus St	Chem	Eng.	French	Ga	Geog	Hist	Lang	Maths	Music	PE.	PSE	Phys	RE.	Sci.	Span	Tech	Supply Total	Max. work load
Total	89	0	50	0	150	88	34	94	87	20	134	38	55	40	0	15	206	17	198	1315	1353
DKe						5		18												23/30	23

3. Finally, if the activity is still unstaffed, any teacher will be chosen!

So after these 3 stages, every activity will have a teacher, and the timetable can be constructed.

Scheduling

Before you start scheduling 'for real', it can be useful to run a quick 'Feasibility Study' on your unstaffed lessons, to see what happens.


If it struggles even with no staffing, then it is going to be even harder with staff ... so you probably need to look at your curriculum again: Have you entered the correct activities, with the correct classes, for the correct number of periods?

There are 2 ways of scheduling unstaffed activities, described on the next page. Method A is the easier.

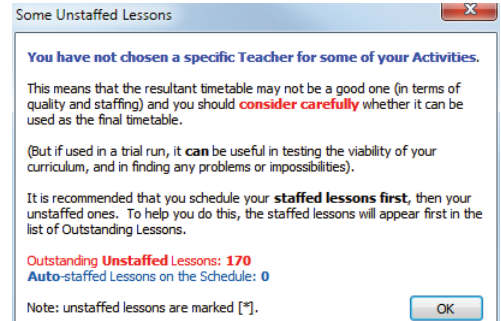
Scheduling with Unstaffed activities

Before you start make sure that the current SuperBatch includes the batches that you want to schedule, and no extraneous ones. There are 2 ways to schedule, described in **A** and **B** below.

A

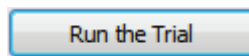
After clicking  you are asked to choose the Year you want to trial (in the SuperBatch). At this stage you can also choose to add another (optional) Year.

You are then shown a warning notice and summary, like this:



You are then offered the chance to Customize the scheduling method. By default **TimeTabler** will use 'AutoFit up to 4 steps' with 'Acceptable Quality=4' but if you want to change these (or change to Method 1 or Method 2, click on the Customize button.

If you don't wish to Customize, just click on:



TimeTabler will then assign:

- First, any activities that have been staffed by you (with specific teachers or with Pool teachers, page 1). This includes any Fixed Points activities.
- Then the unstaffed activities, by allocating staff according to the guidelines 1, 2, 3 shown on page 2. The staff for these activities are shown by an asterisk *, for example:

9ABC Mathematics	S
9ABC	1/3
[*] [*] [*]	3

Notes:

- On the Class Timetable Screen, teachers that have been auto-allocated by **TimeTabler** to unstaffed activities are shown in red with a red asterisk * like this:
- Because this is only a trial, no notice is taken of how many periods of a particular subject a teacher is due to teach.
- This method does not load in any Special Locations (because they are in no particular Year).
- If you have Container Blocks, the Trial will be more complicated as you will be asked if you want to run 'auto-reserve' those Blocks first, in the usual way, HelpMovie 47B.
- When you close this schedule it is deleted, as this was only a trial. (No changes have been made to your batches.)

9A	*ST Eng L10
9B	*RR His L30

B

Using 'Trial a Year' is much the easier way to schedule with unstaffed activities but you can also do it by starting a schedule in the usual way, at: Schedule ►► List Schedules ►► New, and then loading in the Batch(es) that contain Unstaffed activities.

As before, you get the warning notice and summary shown above.

As usual you can choose to work Interactively, Semi-automatically or Fully-automatically.

As before, **TimeTabler** automatically schedules first those activities with specific staff or Pool teachers. Asterisks * mean the same as explained above.

When you close this schedule you can choose to save it or delete it.

If you choose to save it, be aware that it is probably of little value, because of the way that it was staffed.

Checking on Split-teaching

Split-teaching occurs when a Group of students is taught some lessons by one Teacher and other lessons by a different Teacher. Split-teaching may be:

■ Intended

*For example, 2 teachers sharing the teaching of History to Year 12 by each teaching a period of History.
For example, a weak teacher of Maths sharing a Year 8 group with a good Maths teacher, deliberately.*

■ Unintended

The timetabler is unable to prevent it, perhaps because of the part-time-ness of one or more teachers, or because of the need to balance teaching loads, **or because 'unstaffed' activities have been used.** Adverse effects may include: differing teaching styles, a disjointed feel for the students, overlap or gaps between what each teacher teaches, homework and testing planning, confusion over responsibilities, some students trying to play off one teacher against the other, etc.


Year 7 is usually thought to be a particularly bad year in which to have any split-teaching. The pupils already have many more subjects, and many more staff, than they were used to in Primary school. Split-teaching is normally a bigger problem for serial subjects like French (or Maths).

To see which of your classes are affected by Split-teaching, go to :  

You are given a choice of:

• Simple Split-teaching Report

This just summarises the situation, listing every TeachingGroup with two (or more) teachers.

You can also view this Report via :  

Split-teaching Report
 Laura Norder High School
 08/09/2019

This report attempts to highlight
 It does this by finding occasions w/ (Note: sometimes this is just because


• Detailed Split-teaching Review


This will show you the details:



You can choose for the display to be based on 'Batch Activities', or (if you've set up your TGNs) based on 'Teaching Group Names' (which is better).

Example 1 : On this screen, 7A History is split between 2 teachers, GRo and TO. They may be able to teach different aspects or periods of History so this may not be a problem. If it were in the 6th Form it would probably be intended.

Check for Split-teaching (including Pools)

View: Split-teaching  Choose a type of lesson, and y

Based on: Batch Activities  Show Rooms

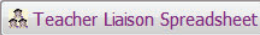



Reports:  Teacher Liaison Spreadsheet  Split-teaching Summary

Teaching Group	Subject	Num Tch	Lesson 1	Lesson 2	Lesson 3	Lesson 4
7A/Hi	Hist	2	Tuesday:1 GRo	Thurs:5 TO		
9B/En	Eng.	2	Tuesday:1 DA	Wed:3 BJ	Thurs:5 BJ	
8A/Fr	French	2	Tuesday:2 EBR	Wed:6 LM	Friday:2 EBR	

Example 2 : 9B English has 3 lessons split between 2 teachers. DA is highlighted as being the teacher with the fewer lessons; perhaps the one to consider for changing**?

Example 3 : Blue indicates that they are 'soft' Pool lessons for 8A French. ie. the staff have been allocated by **TimeTabler** from the Pools Screen. If you convert** them from 'soft' to 'hard' they turn black (see the 3rd lesson).

To make a change, just click on the cell, to open the **Edit Details Screen so that:
 You can check if they really are the same group.
 You can look for a suitable replacement Teacher(s) to get consistent teaching.
 For Pool placements you can convert {soft} to {hard}.

To see lists of Teachers and who they need to liaise with, use:  
 To see these before or during scheduling, go to Activities Menu  Other tests  Split Teaching Review

See also the article in the KnowledgeBase at : <http://timetabler.helpserve.com/Knowledgebase/Article/View/294>