



# Flexible Working

## Timetabling Part-timers and Job-Shares

Dear Timetabler,

Timetabling is probably the most important single event in the school year. It has a powerful effect on the life of a school or college, and as the Timetabler you carry a heavy responsibility.

This Booklet, like the others in the series, is designed to help you with specific aspects of timetabling.

An effective timetable is essential for a good school. A school which does not invest in creating a quality timetable will be forever struggling uphill.

These Booklets give you help on specific topics, so you can achieve the best results using our intuitive and smart software.

You have problems? We have solutions! Based on long timetabling expertise.

We are expert in all aspects of timetabling in schools and colleges, and we have been using our expertise to help and support schools for over 40 years in over 80 countries.

Whether you are new to timetabling, or an experienced timetabler; no matter how complicated your school or how complex your timetabling problems, we have **solutions** for you.

What we offer you :

### ***TimeTabler***

Easy-to-use and intuitive smart software, used by schools world-wide to schedule their timetables.

*TimeTabler* can deal with any curricular structure, of any complexity.

It is supported in 12 ways by a friendly and experienced team ...see the inside back cover for details.

*TimeTabler* exports your completed timetable to over 40 MIS Admin systems.

### ***Options***

An easy-to-use program for analysing and organising your students' Subject Choices (Electives).

It is important to get the highest satisfaction rate for the students, to let them study the subject Choices they have chosen. This improves students' motivation, and Exam results, and it improves relations with parents. And it keeps the cost of staffing the curriculum as low as possible.

### ***StaffCover***

This well-known program is designed to help you to streamline the daily business of arranging and publishing Cover for absent staff or special events, as quickly and fairly as possible.

*StaffCover* links directly into *TimeTabler*, so you do not have to type in your timetable again.

### **The Timetabler's CookBook**

This book is the definitive 'bible' on timetabling, for both new and experienced timetablers.

### **Help & Support**

We provide a wide range of **free** Help & Support. See the inside back cover for more details.

Happy timetabling!

Chris and Keith Johnson  
and the rest of the Team

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# Flexible Working: Timetabling Part-timers & Job Shares, etc

## What do we mean by flexible working?

The Department for Education has defined 4 kinds of flexible working in schools that could apply to teachers, and therefore may affect your timetable:

- **Part-time working** – working less than full-time hours,
- **Compressed hours** – working full-time hours but over fewer days,
- **Staggered hours** – where the employee has different start and finish times from other workers,
- **Job sharing** – 2 or more people do one job and split the hours.

In practice each of the first three is a variation on the same theme of part-timeness, and the fourth one is a combination of two part-timers.

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On the following pages 18 possible scenarios are outlined.  
Each of these scenarios can be specified easily and scheduled in **TimeTabler**.

In this document the 18 scenarios are described, but the solutions (using the tools provided in **TimeTabler**) are shown in a separate document, and available in our KnowledgeBase in the 24/7 Support Centre, or on request.

Chris Johnson  
Keith Johnson  
[www.timetabler.com](http://www.timetabler.com)

# Examples of Flexible Working in *TimeTabler*

All timetables include Part-time Teachers of one kind or another, and this paper shows some examples for you to adapt to your own situation.

Screenshots in the full document are based on 5-period days, in a 25-period week. If you have a different timetable cycle then just adapt them to suit.

See also the examples in Sections C15, H2–H11, H14–17, H51 in the printed *TimeTabler* Manual.

## Example 1

David Cohen is a practising Jew and wishes to get home for sunset on Fridays. He wants to have the last period on Friday afternoon free.

A simple click on the Staff Availability Screen achieves this.  
This is explained, with screenshots, in the full document.



## Example 2

Sarah Jones explains while her partner is able to take the children to school in the morning, she needs to pick them up at the end of each day. To achieve this she must not teach the last period of each day.

Just five clicks on the Staff Availability Screen achieves this.



## Example 3

Rebecca Smith explains that she has to drop off the children at her local primary school before travelling to work and she needs to collect them at the end of the day too. To achieve this she must not work the first or last period of each day.

This common scenario is easily specified in *TimeTabler*.



## Example 4

John Taylor explained at interview that he is able to come to teach Physics but only on Monday, Tuesday, Thursday, because of family commitments:

This common scenario is easily specified on the Staff Availability Screen.



### Example 5

Claire Williams is returning from maternity leave and explains that she can now teach Biology for 3 full days per week and doesn't mind which three days.



In **TimeTabler** there are 2 different ways to specify this requirement.

A key point is that since Claire has offered the flexibility of "any 3 days", it's important that the scheduling takes advantage of this flexibility.

The **FIT** feature in **TimeTabler** can give you this advantage, by finding its 'musical-chairs' moves [of up to 16 steps if necessary]

See also sections H4 and H51 in the 250-page printed Manual for **TimeTabler**.

The Manual includes a huge number of Worked Examples on all aspects of timetabling. As well as the Library of HelpMovies.

### Example 6

Emma Brown explains she can teach two mornings per week and she doesn't mind which mornings (but she can't do afternoons).



Again there are 2 different methods to achieve this.

Again, it's important that **TimeTabler** takes full advantage of the flexibility available when Emma says she "doesn't mind which two mornings"

### Example 7

Jo Johnson, Leah Davies and Mia Mills are 3 new teachers who have been employed on an 'ECF' or 'Teach First' (or similar) scheme. As part of the scheme they have to attend a CPD/Mentoring Meeting out of school every Wednesday afternoon.



This is easily specified on the Staff Availability Screen.

Note: If these 3 staff were all (say) Maths teachers, and Maths is taught largely in setted Blocks then it might mean that no Maths could be timetabled on a Wednesday afternoon (if they were all in different blocks). It would be best if, where possible, all three taught in the same Maths blocks (or, even better, no blocks at all).




### Example 8

Michael Wilson is a full-time member of staff but he is a YearTutor and must have a free period **each day**.



This is easily specified. See also Section C15 in the 250-page printed Manual (If the free period has to be the same period every day, eg. first period after lunch, then this can be specified but would be more restrictive on the timetable.)

If you want to use this method to ensure a PPA period for each teacher in each day, see Section H6 and see Section C15-Note-5 in the printed Manual for how to use the  button.

### Example 9

Chris Evans must have (any) 2 afternoons free each week.  
(It's a school decision as to whether she must remain on-site for those 2 afternoons.)



The simplest method uses the Staff Availability Screen, explained in HelpMovie 19. See also the examples in Sections H5, H8 in the printed Manual.

### Example 10

Gary Wilson works in a school which gives some staff each year (on a rota) one 'Well-being' period per week at the start/end of a day (for visiting dentist, doctor, MoT, etc).



**TimeTabler** arranges for this Free period to be the first **or** last period of a day.

### Example 11

Aysha Khan has a compressed timetable, working 19 periods over 4 days (Mon-Thurs). The school has a staggered Lunches (one for Upper School, one for Lower School). It doesn't matter whether she eats during Upper School Lunch or during Lower School Lunch, but the Timetabler needs to ensure that she has a Lunch period on each of those 4 days, despite her very full timetable.



**TimeTabler** deals with the compression of her teaching into 4 days, and also ensures that she gets a Lunch period each day.

### Example 12

Sam Lee is quite flexible about his part-time teaching but doesn't like to have much 'trapped time' (non-teaching periods between lessons) ...and the school doesn't want this either as they'd have to pay him for that time on site.



**TimeTabler** can be told to give a high priority to avoid any 'trapped time'.

For more details see Section C15 in the Manual, HelpMovie 19, and the HelpScreen.




### Example 13

The Senior Management Team wish to meet one day immediately after Lunch and they don't mind which day as long as it's not Monday. ie. it must be Tues-4, Wed-4, Thurs-4 or Fri-4.



This (or any similar requirement for a group of staff) can be specified in **TimeTabler** (though a meeting may not be possible in practice if the members have full teaching loads.)

Often it is much easier to omit all this and just use the  button on the Staff Timetable Screen after you have finished scheduling (see section F12 in the manual). For a meeting of senior management, with low teaching loads, this button will usually find a time when all are free.

There are more details if you click the  button on any screen.

### Example 14

The Science department want a timetabled meeting time on the timetable!

It is very unlikely that  will find a time when they are all free.



In fact it is probably not possible to schedule such a meeting for a large department (and think of all those empty labs!), but if you want to try then the full version of this document explains how to specify it in **TimeTabler**. See also Section H7 in the printed Manual.

### Example 15

We have 2 Deputy Heads, each with a reduced teaching load, and we want to ensure that one of them is always not teaching, so they are available for 'fire-fighting' problems that arise.



This requirement is easily specified in **TimeTabler**.

### Example 16 Job sharing

Niamh Johnson (NJo) and Rachel New (RNe) have agreed to Job-share (perhaps coming together via the DfE 'digital match-making service'). They are History teachers.



The simplest way to consider this is to:

- treat the pair as a Single Teacher (eg. NJo) while scheduling the timetable,
- then when it is complete, split it into 2 parts (by Unassigning the lessons that really belong to Rachel, and re-assigning them to her).

**TimeTabler** makes it easy to do this.

The actual days or half-days for each teacher don't need to be decided until the timetable is complete, but of course it requires close liaison between two compatible teachers.

### Example 17 Job sharing

The school agrees to arrange that these two teachers have an overlapping non-teaching period, on Wednesday-period-3, so that they can exchange lesson-plans, test results, and information about their students.



Though more expensive this can be a key feature of making a Job-Share work (as well as having two compatible teachers).

The full version of this document explains how to do in **TimeTabler**.

### Example 18 Job sharing

It is agreed in advance that Niamh will teach 2 Doubles of A-Level History, and that Rachel will teach 2 Doubles of Year 10 GCSE History.

In this case, the 2 Doubles of A-Level History must be assigned (early) into periods in Niamh's part of the week, and 2 Doubles of Year 10 GCSE History must be assigned (early) into Rachel's part of the week.



There are 2 ways of doing this in **TimeTabler**, and these are explained in the fuller version of this document.

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The fuller version of this document, with screenshots showing how to specify the solutions for each of these 18 scenarios, is available via the KnowledgeBase in our 24/7 Support Centre, or on request.

For more details about employing and about timetabling Part-timers, see:  
[www.timetabler.com/improvingPart-timers.html](http://www.timetabler.com/improvingPart-timers.html)

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# Help & Support for your timetabling

With **TimeTabler** we provide the most comprehensive and expert timetabling support in the world.

We support you in **12** ways:

**1** There is a free **Tutorial**, with a step-by-step Tutorial Booklet, to give you a quick introduction to the general style of the program.

Visit [www.timetabler.com](http://www.timetabler.com) and use the Menu shown to get your free copy:

**2** In **TimeTabler** every screen has its own interactive **HelpScreen** (as you can see in the free Tutorial versions). Just click on the part of the screen you want Help on.



**3** We provide a range of animated **HelpMovies** (video tutorials), to explain each main screen with a guided tour. This is good at the start, to learn it quickly, and also at the start of each new timetabling season for quick revision.



**4** **TimeTabler** comes with a fully-illustrated 250-page **printed Manual**. This contains a large number of **Worked Examples**, from simple 'setting' to the most complicated 'Sixth Form'. It includes lots of timetabling Tactics, Tricks and Tips, spelt out step by step.

**5** We provide a **QuickStart Guide**, with a checklist of steps that you need to take.

**6** The book by Keith Johnson, Mervyn Wakefield and Chris Johnson on **"Timetabling – A Timetabler's CookBook"** is the standard 'bible' on timetabling principles. It covers every aspect from A to Z.

The web-site also has some free **INSET/CPD materials** on timetabling principles. And if you are **new** to timetabling, there is more information for you.

**7** We send you a **monthly NewsLetter** to remind you of the essential tasks at each stage of the timetabling year. To receive your free copy, go to: [www.timetabler.com/signupfornewsletter/](http://www.timetabler.com/signupfornewsletter/)

**8** You will have free access to our 24/7 **SupportCentre**. This includes a large fully-searchable '**Knowledge Base**', where you can find answers to common timetabling problems, and you can download over 300 articles on timetabling.



**9** We provide detailed documentation on how to **Export** your completed timetable to **SIMS .net** and the other Admin Systems.

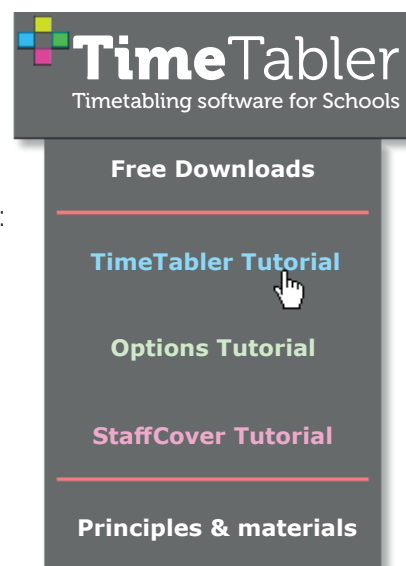
**10** Before you start timetabling, our **Options** software helps you to find the most efficient arrangement of 'elective' choice subjects. Simply and quickly.

**11** Above all there is the **free** expert **HelpLine Support**, from our team of experienced timetablers. For New Users we provide **free Gold-Start Enhanced** Support & Guidance. More details at: [www.timetabler.com/gold-start](http://www.timetabler.com/gold-start)

**12** And if you need a training course, or if you want some on-site in-school Help, then our **TimeTabler Associates** can provide it.

**So we provide a complete service for Timetablers. For you.**

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Download these Booklets and others, free of charge,  
from: <https://www.timetabler.com/timetabling-ebooks/>

***“Everything should be made as simple as possible, but not simpler”***

– Albert Einstein

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