



# Data Management Services

## THE BUSINESS OF EDUCATION

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## Managing Classroom Staff in SIMS

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*Fully accredited by Capita SIMS for proven quality of SIMS support*

Contact us via the ICT Service Desk at:

-  01438 844777
-  [help@sd.hertsforlearning.co.uk](mailto:help@sd.hertsforlearning.co.uk)
-  <https://support.hertsforlearning.co.uk>

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01438 845111  
[hertsforlearning.co.uk](https://hertsforlearning.co.uk)



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Herts for Learning Ltd.  
Registered in England and Wales No. 8419581  
Registered office: Robertson House, Six Hills Way,  
Stevenage, Hertfordshire, SG1 2FQ  
[www.hertsforlearning.co.uk](http://www.hertsforlearning.co.uk)

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## **Managing Classroom Staff in SIMS**

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### **Adding Staff to SIMS for Timetable and Cover**

It is important that each school has a robust system for entering staff into SIMS and ensuring that there is one record for each member of staff.

There are two types of entry needed:

1. Staff who you want to use in the Current Academic Year.
2. Staff who are joining in the next Academic Year.

## Staff who you want to use in the Current Academic Year

We recommend that all staff are entered into SIMS via the route Focus | Person | Staff. This is to help prevent duplicate records in the system. When you select New a search screen appears, it is important not to put too much information in these fields in case the person is already in the system with slightly different information. For example, if you put in complete information there could be a temporary record in the system with a different date of birth. It is important that people are entered into SIMS as soon as they can be so that the Timetabler and the Cover Manager can use them where needed. Once a record has been created then the person needs to have a Manage Classroom Staff record created.

- Select **Focus | Person | Staff | Search** and open the record of the person you are working on.

The screenshot shows the 'Employee Details: Anita Abel' form. It includes fields for Title (Mrs), Legal Forename (Anita), Middle Name(s), Legal Surname (Abell), Preferred Forename (Anita), Preferred Surname (Abell), and Gender (Female). There is a photograph of Anita Abel. A 'Links' panel on the right contains links for Staff Timetable, Staff Groups, Employee Reports, and Classroom Staff Details.

- Click on the **Classroom Staff Details Link** in the **Links** panel on the Right Hand side of the screen.
- This will open up a **Manage Classroom Staff** record for the person.

The screenshot shows the 'Classroom Information' and 'Organisations' sections. The 'Classroom Information' section includes fields for Staff Code (08/09) AA, Existing code assignments (AA: Abell, Mrs Anita), Subject(s) (Science, Biology, PSE), and Cover Option (Provides cover). The 'Role(s) as at 23/12/2008' section has a list of roles with checkboxes: Teacher (checked), Higher Level Teaching Assistant, Teaching Assistant, Learning Support Assistant, Classroom Assistant, Technician, Other Supervisor, Other Assistant, and Examination Invigilator. The 'Organisations' section has a table with columns for Organisation, Working Pattern, and Active.

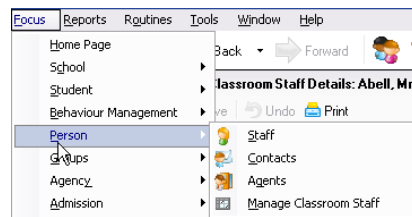
Organisation	Working Pattern	Active
Green Abbey School	Mo,Tu,We,Th,Fr All Day	False

- Fill in all the details as necessary.
- All staff must have a staff code decided on by the Timetabler.
- Each member of staff who may be used in Cover 7 or be given a timetable should have at least one role selected.

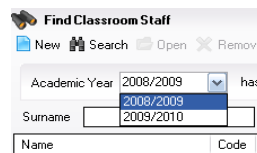
- Select the subjects that the member of staff should be associated with, this can be none.
- Select the appropriate Cover Option: Provides Cover, Does not Provide Cover or Cover Supervisor.
- Add an appropriate Working Pattern. If a person has no working pattern then they cannot be used to cover an activity in Cover 7. The working pattern indicates when a person is available to be used. At present the working pattern is a one week pattern.
- Click **Save**.

## Staff who are going to start in the new Academic Year

- To add these people to Manage Classroom Staff we must use the route Focus | Person | Manage Classroom Staff.



Select the Next Academic Year in the Academic Year drop down.



- Select **New**.

When you select New a search screen appears, it is important not to put too much information in these fields because the person is already in the system and you may not type in exactly the same information.

A screenshot of the 'Basic Details' search form. It has fields for Surname, Forename, Gender, and Date of Birth. A 'Continue' button with a green arrow is at the bottom right.

- Type in the first letter of the person's Surname and Forename and click **Continue**.

A screenshot of the 'Basic Details' search form. The 'Surname' and 'Forename' fields now contain the letter 'a'. The 'Continue' button is still visible.

A screenshot of the 'Matched People' search results. It shows a list of people with columns for Full name, Gender, Roles, and Address. The first row is highlighted. There are 'New' and 'Open' buttons on the right.

Full name	Gender	Roles	Address
aaaa, aaaa	Female	Student	
Abell, Mrs Anita	Female	Employee, User, Teacher	35 Pride Hill Gallery East
Able, Andrew	Male	Student, Candidate	45 Willow Way Port Talbot
Able, Arron	Male	Student, Candidate	45 Willow Way Port Talbot
Able, John	Male	Student	45 Willow Street Wilverton
ABRAHAM, Mr Allan	Male	Contact, Parent	24 Green Lane Wilverton
Abraham, Mark	Male	Student, Candidate	16 Chapel Street Welwyn
Adams, Louise	Female	Student, Applicant	2 Church Close Maids Mor.
Adams, Lucy	Female	Student	2 Church Close Brightlingse
Addison, Avie	Female	Student, Applicant	45 Brookside Cottages W
Agassi, Mr Andre	Male	Contact	
Ahlman, Mrs Audrey	Female	Contact	Roosevelt Towers 344 Eas
Ahmad, Airla	Female	Student, Applicant	63 Rodney Road Hartford
AKALIN, Mr Abdul	Male	Contact, Parent	9 Green Lane Peterstone

- Click on the correct person in the list that appears. (If the correct person does not appear then they have not been added to Personnel and you should click Close, and ensure that the person gets added to SIMS).



- **Click Open.** (Under no circumstances should you click New as this creates a brand new record).

**2 Classroom Information**

Staff Code (08/09)

Existing code assignments  
AA: Abell, Mrs Anita

Subject(s)  
Science  
Biology  
PSE

Cover Option  
Provides cover

Role(s) as at 23/12/2008

- Teacher**
- Higher Level Teaching Assistant
- Teaching Assistant
- Learning Support Assistant
- Classroom Assistant
- Technician
- Other Supervisor
- Other Assistant
- Examination Invigilator

**3 Organisations**

Organisation	Working Pattern	Active
Green Abbey School	Mo,Tu,We,Th,Fr All Day	False

- Fill in all the details as necessary.
- All staff must have a staff code decided on by the Timetabler.
- Each member of staff should have at least one role selected.
- Select the subjects that the member of staff should be associated with, this can be none.
- Select the appropriate Cover Option: Provides Cover, Does not Provide Cover or Cover Supervisor.
- Add an appropriate Working Pattern.
- Click Save.

## **Making a Record active that has been made inactive**

If a member of staff leaves and subsequently returns, or if you inadvertently make a Manage Classroom Staff record inactive. If you want to give the member of staff the same code as they previously had then you will need to change the Staff Code to another code, save it and then change it back to the original.

## Removing Staff from Manage Classroom Staff

Once the new Academic Year has been created we can start to tidy up the Manage Classroom Staff area.

- Select Focus | Person | Manage Classroom Staff.
- Select the Next Academic Year in the Academic Year drop down.
- Click Search.
- Click on a member of staff who will not be working in the school in the Next Academic Year.

Name	Code	Gender	Role(s)	Subject(s)	Active
Abell, Mrs Anita	AA	F	Teacher	Science, Biology, PSE	Yes
Andrews1, Mrs Selina1	SA	F	Teacher	Science, PSE	Yes
Asif, Mrs Mina	MIA	F	Teacher, Higher Level Teaching Assistant		Yes

- Click **Remove**.
- Select **Remove Assignability from selected year**.

This will take the member of staff out of the Academic Year and also enable you to reuse their staff code for a new member of staff.

If you have a member of staff who has never had a classroom role at the school then you may be able to select '**Remove all assignability**' and this will delete the record completely. If they have ever had a timetable or been assigned to take a Cover period then you will not be able to use this option.



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Postal Point SROB201, Robertson House, Six Hills Way, Stevenage, SG1 2FQ

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01438 844777

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