

# **Staff Deployment Analysis (ICFP)**

## **Training manual**

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## Staff Deployment Analysis (SDA) sheet

Only complete boxes that are shaded **green** or **pink**. The boxes in **yellow** will pre-populate as you complete the sheets.

## Class

[illegible]

Complete the pink boxes with the number of children in each class (if you have mixed year classes (vertical streaming) you will require the vertical streaming SDA tool)

### Age Weighted Pupil Unit (AWPU)

<b>AWPU</b>

Enter the amount of AWPUP funding that you get for each year group as appropriate.

## Expenditure

Total expenditure – taken from your forecast revenue budget at the end of the year (capital not included).

## Staffing Analysis

As the green boxes are completed, the formula will calculate the % spend against total income.

Staff Analysis		
% Teaching Staff		#DIV/0!
% TA Support staff		#DIV/0!
% HLTA Support staff		#DIV/0!
% Spent on short-term cover		#DIV/0!
% Overall Classroom	£0	#DIV/0!
Admin		#DIV/0!
Premises		#DIV/0!
Extended School		#DIV/0!
MDS		#DIV/0!
Total Salaries	£0	#DIV/0!

Teaching Staff – Spend on teaching staff includes the salaries and wages (including allowances, maternity pay, employer’s contributions to National Insurance, and teacher’s pensions) of permanent teaching staff. It excludes supply teachers that are paid through an agency or third party to cover PPA or absence on a short-term basis, but should include any long-term supply teachers employed to cover a maternity or other long-term absence.

TA Support Staff - Spend on TA support staff includes salaries and wages (including allowances, maternity pay, employer’s contributions to National Insurance and pensions) for permanent support staff employed directly by the school in support of pupils’ education, with the exception of HLTA’s.

HLTA Support Staff - Spend on HLTA Support staff includes salaries and wages (including allowances, maternity pay, employer’s contributions to National Insurance and pensions) for permanent HLTA support staff employed directly by the school in support of pupils’ education.

Short Term cover - includes supply teachers that are employed directly by the school and those that are paid through an agency or third party to cover PPA or absence on a short-term basis.

Admin - Spend on administrative and clerical staff includes salaries and wages (including allowances, maternity pay, employer’s contributions to National Insurance and pensions) for administrative and clerical staff employed directly by the school. This includes, but is not limited to:

- business managers and bursars
- clerk to the governing body
- attendance officers
- other administrative staff
- IT managers

Premises - Spend on premises includes salaries and wages (including allowances, maternity pay, employer’s contributions to National Insurance and pensions) for premises staff employed directly by the school. This includes:

- site managers/caretakers
- cleaners
- grounds staff
- maintenance staff
- security staff

Extended School - Spend on extended school staff includes salaries and wages (including allowances, maternity pay, employer's contributions to National Insurance and pensions) for staff employed directly by the school to provide a wrap-around provision, eg. Breakfast Club and After-School Clubs.

MDS - Spend on Midday Supervisors includes salaries and wages (including allowances, maternity pay, employer's contributions to National Insurance and pensions) for staff employed directly by the school where a member of staff has a separate MDS contract.

### Income

As the **green** boxes are completed, the formula will calculate the % income against total income.

Income		
GAG		#DIV/0!
Early Years		#DIV/0!
Pupil Premium		#DIV/0!
SEN		#DIV/0!
Other Income		#DIV/0!
<b>Total Income</b>	<b>£0</b>	<b>#DIV/0!</b>

GAG (School Budget Share for maintained schools) – General Annual Grant: this includes AWPU, deprivation, lump sum, notional SEN funding, prior attainment, minimum funding guarantee etc.

Early Years – funding received for nursery provision.

Pupil Premium – funding received for disadvantaged children, including any LAC funding and PP+ funding.

SEN – additional high needs funding received (does not include notional SEN funding received through the GAG).

Other Income – balancing line for all other income forecasted to be received by the year end (excluding capital income).

### Teacher Analysis

Teacher analysis		
Leadership Scale		#DIV/0!
Upper Pay Scale		#DIV/0!
Main Pay Scale		#DIV/0!
Unqualified Pay Scale		#DIV/0!
Long-term supply		#DIV/0!
TLR's		#DIV/0!
<b>Total Income</b>	<b>£0</b>	

Leadership Scale – any permanent staff that are paid on the Leadership pay scale, including on-costs but excluding TLR's.

Upper Pay Scale – any permanent staff that are paid on the Upper pay scale, including on-costs but excluding TLR's.

Main Pay Scale – any permanent staff that are paid on the Main pay scale, including on-costs but excluding TLR's.

Unqualified Pay Scale – any permanent staff that are paid on the Unqualified pay scale, including on-costs but excluding TLR's.

Long-term supply – any supply staff costs that have been included in the Teaching Staff line in the Staffing Analysis box above.

TLR's – Teaching and Learning Responsibilities – any TLR costs included in the Teaching Staff line in the Staffing Analysis box above.

Total Income – the total should match the % Teaching Staff line in the Staffing Analysis box above.

## Curriculum Planning (CP) sheet

Only complete boxes that are shaded green.

Each class is assumed to have 25 periods per week, with the exception of nursery which is 15 periods.

Classes				
Nursery		AM 1 x 0		
		PM 1 x 0		
		Add 1 x 0		
		TOTAL 0		
Reception			A 1 x 0	
			B 1 x 0	
			C 1 x 0	
			D 1 x 0	
			Add 1 x 0	
			TOTAL 0	

Example 1: if you have a morning only nursery and two reception classes you would enter 15 in the green box for AM nursery, and 25 in the green box for Reception A, and 25 in the green box for Reception B.

Example 2: If you have a morning and an afternoon nursery and one reception class, you would enter 15 in the green box for AM nursery, 15 in the green box for PM nursery, and 25 in the green box for Reception A.

Example 3: If you have no nursery and three reception classes, you would ignore the nursery boxes, and add 25 in to the green boxes for Reception A, B and C

Complete all the boxes as appropriate, according to the size of your school.

You will complete the 'Add' boxes later once you have inputted the teacher information on the 'SL' sheet.

## Staffing List (SL) sheet

The **yellow** boxes should be completed for teachers, including any HLTA time spent teaching or any external contractor used for PPA.

The 'demand' boxes across the top have been pre-populated from the 'CP' sheet to show the number of hours teaching required for each year group, appropriate for your school (25 for each class).

The 'difference' boxes will be shaded **red** if there is insufficient teaching in a year group, and **green** if there are more than the core 25 hours per class. These will automatically change as you populate the **yellow** boxes.

You can either use the SDA template teaching provided or complete with your own staff, completing the **yellow** boxes for the teachers. You will also need to complete the **khaki** boxes to show the Full Time Equivalent (FTE) contract each teacher has (eg. Full-time = 1, 3 days per week = 0.6 etc)

If you have used the template provided, the 'difference box should show the following when completed:

Difference	8	3	2	1	3	0	0	0
Available	58	53	52	51	53	50	50	0
Demand	50	50	50	50	50	50	50	0
Year	6	5	4	3	2	I	R	N

These are the additional hours being put into Y2 – Y6 on a weekly basis, above the minimum 25 hours per week.

It is necessary to ensure these are returned to zero. To do this, add these hours to the relevant year groups in the 'CP' sheet under Add.

Below is what Year 4 and Year 5 would look like on the 'CP' sheet:

A	1	x	25	25	
B	1	x	25	25	
C	1	x		0	
D	1	x		0	
Add	1	x	2	2	
TOTAL				52	
	A	1	x	25	25
	B	1	x	25	25
	C	1	x		0
	D	1	x		0
	Add	1	x	3	3
	TOTAL				53

These additional hours are the 'Bonus' going in to each class. You will see on the 'SDA' sheet that the 'Bonus' has been populated. If you have used the template provided the additional hours added would equal a bonus of 4.8%. Anything above or below is due to class sizes. The 'Curriculum Bonus' box between the 'Income' and 'Teacher Analysis' on the 'SDA' sheet shows the cost of any 'Bonus' as an average.

Once this has been completed the 'SL' sheet will look like this:

Difference	0	0	0	0	0	0	0	0
Available	58	53	52	51	53	50	50	0
Demand	58	53	52	51	53	50	50	0
Year	6	5	4	3	2	1	R	N

The pink boxes should be completed for the TA's, including any HLTA time spent supporting teaching.

The salmon boxes should be completed for non-educational support staff, including MDS, premises and admin.

You can either use the SDA template support provided or complete with your own non-teaching staff, completing the pink and salmon boxes. If you have used the template it should look like this when completed:

	Y6	Y5	Y4	Y3	Y2	Y1	YR	N		Nurture	Admin	Prem	MDS	EXT	
YEAR 6 TA	17.5								17.5				5		22.5
YEAR 6 TA	17.5								17.5				5		22.5
YEAR 5 TA		17.5							17.5				5		22.5
YEAR 5 TA		17.5							17.5				5		22.5
YEAR 4 TA			17.5						17.5				5		22.5
YEAR 4 TA			17.5						17.5				5		22.5
YEAR 3 TA				17.5					17.5				5		22.5
YEAR 3 TA				17.5					17.5				5		22.5
YEAR 2 TA					27.5				27.5				2.5		30
YEAR 2 TA					27.5				27.5				2.5		30
YEAR 1 TA						27.5			27.5				2.5		30
YEAR 1 TA						27.5			27.5				2.5		30
EYFS TA							27.5		27.5				2.5		30
EYFS TA							27.5		27.5				2.5		30
NURTURE TA									0	17.5			5		22.5
HLTA/FAMILY WORKER									0	31			5		36
PREMISES									0			36			36
SBM									0		36				36
ADMIN MANAGER									0		36				36
ADMIN ASSISTANT									0		24				24
FINANCE ASSISTANT									0		22.5				22.5
ATTENDANCE OFFICER									0		27				27
TOTAL	35	35	35	35	55	55	55	0	11.091						

The 11.091 represents the FTE for TA's in the school

Cells S3 – X3 represent the FTE for Nurture, Admin, Premises, MDS and Extended school staff within the school.

## **'Budget' sheet**

This sheet contains the formula to calculate the bonus and assumes the following:

- Periods per week = 15 per session for each Nursery class, and 25 per class for the rest of the school
- Class size = 26 for each Nursery class, and 30 per class for the rest of the school

This sheet should not need editing unless the core class sizes are different at your school.

## Glossary

PPW	Periods per week – assumed at 25 sessions per week (one hour per session) – 3 sessions in a morning, 2 sessions in an afternoon
Average teacher load	<p>The average number of sessions a teacher teaches each week (pupils on roll / FTE teachers)</p> <p>All teacher staff as well as HLTA teacher time is included in FTE teachers</p>
Average teacher cost	The average cost of a teacher per year (total teaching staff expenditure / FTE teachers)
Contact ratio	<p>The proportion of the week that teachers spend in teaching contact with pupils, taken as an average across all teachers (and HLTA teaching time)</p> <p>This figure is dependent on the amount of PPA, leadership time, lack of interventions.</p>
Cost per teacher per lesson	The average cost to teach one session over a year
Cost per lessons	The average cost to teach one session
Teacher per	The total number of sessions taught to a year group in a week (each lesson or intervention group taught by a teacher/HLTA classes as one session)
Teachers used	The average number of teachers teaching each year group in a day
Teaching staff cost	The average cost of teaching in each year group
TA staff used	The average number of TA's working in each year group in a day
TA staff cost	The average cost of TA's in each year group
Cost per pupil	The average cost equated to each pupil being taught in that year group
AWPU	Age weighted pupil unit – the basic funding that each child attracts
Bonus	<p>Any additional hours taught to pupils, above and beyond the core 25 hours of teaching time each week.</p> <p>The formula relies on a standard class size of 30. Any more or less effects the bonus (smaller class sizes are seen as a positive, larger class sizes as a negative)</p>

# Staff Deployment Analysis (SDA) Teaching

Please complete for everyone with a teaching role as at DATE

Where this may only be part of someone's role please only include the teaching element (eg HLTA's)

DON'T FORGET TO INCLUDE ANY TEACHING TIME UNDERTAKEN BY CENTRAL STAFF, EXTERNAL SUPPLIERS ETC

For the purposes of the SDA analysis each day = 5 hours (am = 3 hours, pm = 2 hours). Total should equal 25 for FTE

Name	Role	Y6	Y5	Y4	Y3	Y2	Y1	YR	N	Other	NQT	Leadership	PPA	Total
	ART TEACHER	2	3	3	3	3	3	2.5		2.5			3	25
	DHT / YEAR 6	19										3	3	25
	DHT / YEAR 6 / PPA	10	1			1.75	1	1.25				10		25
	EYFS							22					3	25
	EYFS							22					3	25
	HT											25		25
	PE TEACHER	4	4	4	4	2	2			2			3	25
	SENDCO									25				25
	YEAR 1						20				2.5		2.5	25
	YEAR 1						22						3	25
	YEAR 2					22							3	25
	YEAR 2					22							3	25
	YEAR 3				20						2.5		2.5	25
	YEAR 3				22								3	25

	YEAR 4			22									3	25
	YEAR 4			22									3	25
	YEAR 5		22										3	25
	YEAR 5		22										3	25
	YEAR 6	22											3	25
	MUSIC TEACHER	1	1	1	2	2	2	2.25					1.25	12.5

## Staff Deployment Analysis (SDA) support

Please complete for everyone in a support role as at DATE

Where this may only be part of someone's role please only include the non-teaching element (eg HLTA's)

*When calculating hours, please omit any breaks*

Name	Role	Y6	Y5	Y4	Y3	Y2	Y1	YR	N	Nurture	Admin	Premises	MDS	Extended School	Total hours worked
	YEAR 6 TA	17.5											5		22.5
	YEAR 6 TA	17.5											5		22.5
	YEAR 5 TA		17.5										5		22.5
	YEAR 5 TA		17.5										5		22.5
	YEAR 4 TA			17.5									5		22.5
	YEAR 4 TA			17.5									5		22.5
	YEAR 3 TA				17.5								5		22.5
	YEAR 3 TA				17.5								5		22.5
	YEAR 2 TA					27.5							2.5		30
	YEAR 2 TA					27.5							2.5		30
	YEAR 1 TA						27.5						2.5		30
	YEAR 1 TA						27.5						2.5		30
	YEAR R TA							27.5					2.5		30
	YEAR R TA							27.5					2.5		30
	NURTURE TA									17.5			5		22.5

	HLTA/FAMILY WORKER									31			5		36
	PREMISES											36			36
	SBM										36				36
	ADMIN MGR										36				36
	FINANCE ASST										22.5				22.5
	ADMIN ASST										24				24
	ATTENDANCE										27				27

## Staff Deployment Analysis (SDA) Template budget

Details	Income	Expenditure
<b>Income</b>		
GAG	£1,702,315	
EYFS		
Pupil Premium	£81,921	
SEND	£23,250	
Other Income	£197,081	
	<b>£2,004,567</b>	
<b>Expenditure</b>		
Teaching staff		£971,245
TA Support staff		£240,087
HLTA Support staff		£27,546
Short-term supply		£11,000
Admin		£106,161
Premises		£40,500
Extended School		
MDS		
Other Expenditure		£590,976
		<b>£1,987,515</b>
<b>AWPU</b>	<b>£2,972</b>	
Leadership		£292,757
Upper		£104,244
Main		£566,154
TLRs		£7,090
		<b>£971,245</b>