

Importing Staff into e/wTimetable

In order for teachers to be imported into eTimetable or wTimetable from the MIS.

They must have a **CONTRACT TYPE** of:

Head Teacher
Deputy Head
Assistant Head
Classroom Teacher, main pay range
Advanced Skills Teacher
Excellent Teacher
Advisory Teacher
Higher Level TA
Teacher Assistant
Other Education Support
Executive Head Teacher
Teaching Assistant
Pupil Support
Office Admin
Pupil Welfare
Technician
Premises & Catering
Support Staff
Leading Practitioner
Classroom Teacher, upper pay range
Classroom Teacher

They must then have a **ROLE TYPE** of one of the following:

Assistant Head
Classroom Teacher
Creative Arts Specialist
Deputy Head
Head of Department
Head of House
Head of Year
Head Teacher
Instructor (including sports coach)
Learning Manager
Music Specialist
SEN Co-ordinator
Bilingual Support Assistant
Minority Ethnic Support
Language Support
Learning Mentor
Literacy Worker
Learning Support Assistant(for SEN pupils)
Teaching Assistant
Higher Level Teaching Assistant
Other ICT Support Staff
Art &/or Design Technician
Science Technician
Technology Technician
Language Support

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Learning Manager
Other Pupil Support
Pastoral Support
Executive Head Teacher
Music tuition (include peripatetic)
Advisory Teacher (unattached)
Peripatetic Teacher (unattached)
Teacher: engaged to teach miscellaneous establishments
Teacher: engaged for non-school education
Teacher: engaged to teach in a Pupil Referral Unit