

# COLLECTION OF UNFILLED VACANCY DATA

## Definition:

A vacancy is defined by the DfES as 'a post for which no permanent, suitably qualified teacher has been appointed, and for which any temporary appointment is for not more than three terms.' In other words, a post where you have NOT made a permanent appointment, but have made a temporary arrangement that you don't intend lasting more than three terms.

## Who?

The information required covers your teacher vacancies, number of NQTs, Instructors and Overseas Trained Teachers you employ (**as at the first day of the Autumn Term – 5 September 2013**) and also asks if your school makes any financial payments to staff for recruitment or retention purposes.

## Why?

The termly collection of this data on unfilled vacancies and temporary appointments has contributed significantly to extra funding being made available to the county.

It is therefore vital that we obtain the fullest possible response from all schools in order to substantiate our case for continued extra funding for the Eastern Region. All LAs in our region collect identical vacancy data on the first day of each term.

The data helps us to identify and target those areas of greatest need.

## How?

To access the data collection sheet click on this link –

<http://schools.norfolk.gov.uk/go/myschool>

Insert your:

DfES code  
Password

(This is your Headteacher password, if you don't know what it is, call the ICT Solutions helpdesk on 0845 3033003 and explain why you need it.)

Click on 'Staff'

Look through the alphabetical list and click on 'Collection of Unfilled Vacancy Data'

Please ensure you read the instructions carefully before completing the proforma. **A nil return is required where no vacancies occur.**

## When?

In order to collate our data with other LAs in the Eastern Region it is **absolutely essential we receive your data by 12 noon on Wednesday, 25 September 2013**. We appreciate that our high school colleagues may have more data to input but it is vital we have a response from **all our High Schools and Academies** by the deadline. I am sure you will appreciate each one of our secondary schools can have a high percentage impact on the figures and it is very important the figures are accurate.

## Support

If you have any questions about this process please contact the appropriate person named on the front of this MI Sheet.

Thank you for your assistance and support.

**Denise Beckett**

Adviser, Teacher/Headteacher Recruitment, Induction & Retention