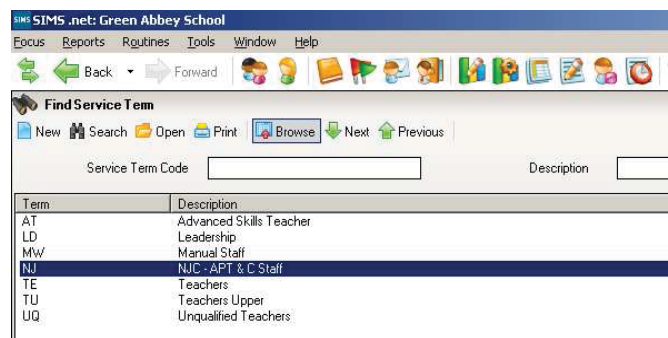


Changing Teaching Assistant Post SWR Post Code

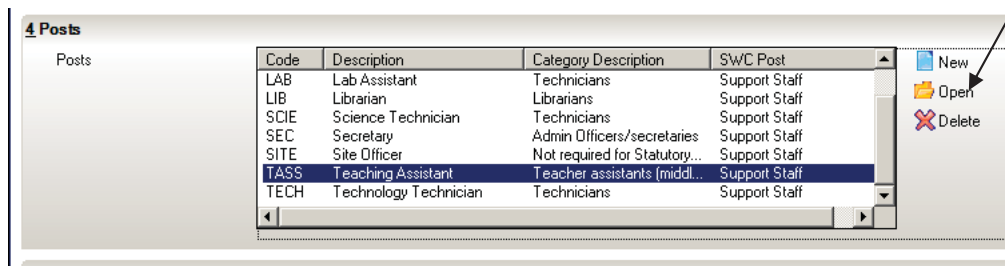
A change to the SWC requirements, has asked that all teaching assistants are categorized as 'Teaching Assistant' in their own right and not *Support Staff* (as they are currently). The following guide will make a small configuration change to your MIS to facilitate this.

As well as the Teaching Assistant post, these steps should be repeated for HLTA and any other post in your school that performs an analogous role to teaching assistants (e.g. learning support assistant) so that they are all linked to **Teaching Assistant**, as opposed to **Support Staff**.

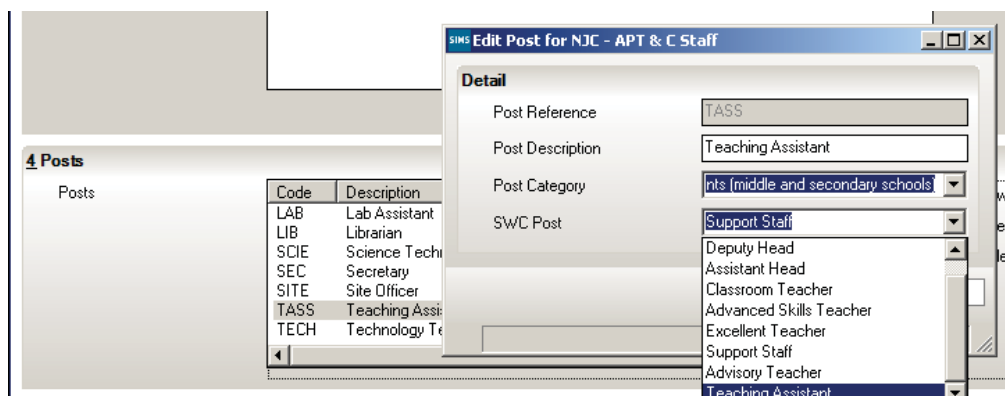
- 1) Tools | Staff | Pay-related
- 2) Click Browse. Double click the Support Staff service term (usually NJC):



- 3) Scroll down to '**4 Posts**'. Click on the post for *teaching assistant*. Click Open.



- 4) Click on SWC post drop down and make sure Teaching Assistant (NOT Support Staff) is selected. Click OK.



5) Click Save.

