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| Title: | **Understanding school business management** | | |
| Level: | 4 | | |
| Credit value: | 8 | | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) | |
| 1. Understand the school setting and the role of the SBM | | 1.1  1.2  1.3  1.4 | Describe the school and the community it serves  Identify the key characteristics and type of the school  Analyse the organisation of business management in the school setting and the professional roles within this  Describe own professional role in the school and relationship with other school staff, including the school leadership team |
| 1. Understand how to establish own professional needs | | 2.1  2.2  2.3  2.4 | Review own personal skills and characteristics as a learner  Review own competency in school business management  Analyse own professional role and challenges  Produce a professional development plan based on a review of own professional needs |
| 1. Understand the political and organisational context of school business management | | 3.1  3.2  3.3  3.4 | Research the current policy context of school business management  Identify key drivers behind the development of the profession to date and key challenges for the future  Analyse key trends and factors impacting on a school  Explain how a range of different analytical tools can be used to investigate and address key management issues within a school |
| 1. Understand how to evaluate own professional skills and impact on the workplace | | 4.1  4.2  4.3  4.4 | Assess own leadership and management skills in the SBM role  Identify further required improvements to professional skills and competence in leading and managing as a school business manager  Review learning about school business management and relate this to own school setting  Identify priorities for further career development and professional learning |
| **Additional information about the unit** | |  | |
| Unit purpose and aim(s) | | To develop knowledge and understanding of the school setting and the role of the School Business Manager within the political and organisational context of school business management and to establish and evaluate professional skills and their impact on the workplace as required by a practising or potential school business manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | |  | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | |  | |
| Location of the unit within the subject/sector classification system | |  | |
| Unit guided learning hours | |  | |