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| Title: | **Managing human resources in schools** | | |
| Level: | 4 | | |
| Credit value: | 8 | | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) | |
| 1. Understand the principles and procedures for recruitment and selection in schools | | 1.1  1.2  1.3  1.4 | Identify the key concepts and techniques related to the recruitment and selection of staff in schools  Research government policy related to safer recruitment and equality rights  Assess a school’s policies and practices against legislation and guidance related to safer recruitment and equality rights  Identify areas for improvement in current recruitment and selection practices within a school |
| 1. Be able to design a development programme for staff within a school | | 2.1  2.2  2.3  2.4 | Identify the key concepts and techniques related to staff development in schools  Describe how to put in place a staff development programme for teaching and support staff whose roles and responsibilities are changing.  Describe a technique to evaluate the quality and impact of staff development  Explain how you would ensure maximum benefit from a staff training budget |
| 1. Understand the principles and procedures of employee relations and collective bargaining | | 3.1  3.2  3.3  3.4  3.5  3.6  3.7 | Explain the role of effective management of employee relations in a school and their impact on its working environment  Identify collective bargaining in a school context and any collective agreements that apply in a school in terms of contractual terms and conditions  Describe the benefits available to employees  Compare the differences between benefits available to teachers and the benefits available to support staff  Evaluate the effectiveness of employee benefits in motivating staff  Recommend alterations to the range of benefits available to staff  Describe how the proposed changes in contractual terms and conditions should be managed |
| 1. Understand payroll administration | | 4.1  4.2  4.3  4.4 | Analyse the different methods for administering a school’s payroll  Explain the advantages and disadvantages of each of these methods of payroll administration  Describe the main features of an efficient payroll system linked to the needs of a school  Describe the implications of implementing a new payroll system in a school |
| 1. Be able to provide a summary of learning on the management of human resources | | 5.1  5.2  5.3  5.4 | Evaluate own professional competence in relation to managing human resources  Reflect on the learning gained through completion of the managing human resources module assessment tasks and learning activities  Summarise insights gained into current policy and practice in a school and the impact of work undertaken on these to date  Identify areas for further professional learning and the improvement of policy and practice in a school |
| **Additional information about the unit** | |  | |
| Unit purpose and aim(s) | | To develop understanding of the principles of human resource management in schools 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 | |  | |