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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
 | 1.11.21.31.4 | Identify the key concepts and techniques related to the recruitment and selection of staff in schoolsResearch government policy related to safer recruitment and equality rightsAssess a school’s policies and practices against legislation and guidance related to safer recruitment and equality rightsIdentify 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
 | 2.12.22.32.4 | Identify the key concepts and techniques related to staff development in schoolsDescribe 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 developmentExplain how you would ensure maximum benefit from a staff training budget |
| 1. Understand the principles and procedures of employee relations and collective bargaining
 | 3.13.23.33.43.53.63.7 | Explain the role of effective management of employee relations in a school and their impact on its working environmentIdentify 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 employeesCompare the differences between benefits available to teachers and the benefits available to support staffEvaluate the effectiveness of employee benefits in motivating staffRecommend alterations to the range of benefits available to staffDescribe how the proposed changes in contractual terms and conditions should be managed |
| 1. Understand payroll administration
 | 4.14.24.34.4 | Analyse the different methods for administering a school’s payrollExplain the advantages and disadvantages of each of these methods of payroll administrationDescribe the main features of an efficient payroll system linked to the needs of a schoolDescribe 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
 | 5.15.25.35.4 | Evaluate own professional competence in relation to managing human resourcesReflect 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 |  |