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| Title: | **Leading and managing the business of schools** | | |
| Level: | 5 | | |
| Credit value: | 20 | | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) | |
| 1. Understand strategy in schools | | 1.1  1.2  1.3  1.4  1.5 | Describe key concepts and techniques associated with the strategic direction and development of schools  Explain the changing policy context in which schools operate and the implications of this for their strategic planning processes  Evaluate a school’s strategic planning process  Evaluate the contribution of the school business manager to the strategic direction and development of schools  Explain own contribution to the strategic leadership and management of the school and plans to enhance this contribution in the future |
| 1. Understand the strategic direction in the school | | 2.1  2.2  2.3  2.4 | Explain the application of the tools and techniques of strategic analysis in the school setting  Evaluate the school’s current position in relation both to its external environment (‘positioning view’) and to its internal characteristics (‘resource-based view’) in order to identify priorities for development  Establish priorities for development in relation to the school’s adaptation both to its external environment and to a selected internal area  Explain how analyses and proposals for understanding the strategic direction of schools have been informed by own reading about the key concepts and techniques of strategic analysis |
| 1. Be able to plan a strategic initiative in schools | | 3.1  3.2  3.3  3.4  3.5  3.6  3.7  3.8  3.9 | Produce an outline business case to address an identified internal *or* an external key priority for development  Describe the strategic need which the business case is intended to address in terms of the work of the school  Analyse the way in which the project may affect, or be affected by, other initiatives    Evaluate options and select a recommended course of action from the options available to achieve the strategic goals of the project  Identify the project objectives of the recommended course of action and assess their potential impact on the school  Assess the risks facing the proposed project and identify strategies for managing those risks  Assess the costs and benefits of the proposed project    Demonstrate that the financing of the selected project option is affordable, offers value for money, and is sustainable in the long-term    Summarise key project deliverables and their due dates |
| 1. Understand key aspects of a school’s strategic and financial management | | 4.1  4.2  4.3 | Assess the school’s approach to options appraisal and the approval of strategic initiatives and development projects and through this identify current strengths, areas for development and priorities for action  Assess the school’s approach to risk management and the management of strategic and financial risks and business continuity planning and through this identify current strengths, areas for development and priorities for action  Assess a school’s approach to strategic financial management and the alignment of financial forecasting and budget setting processes to the strategic direction of the school and through this identify current strengths, areas for development and priorities for action |
| **Additional information about the unit** | |  | |
| Unit purpose and aim(s) | | To develop understanding of the key concepts and techniques related to the strategic development of schools and strategic school initiatives as required by a practising or potential school business manager. | |
| Unit review date | |  | |
| 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 | |  | |
| Name of the organisation submitting the unit | | Institute of Leadership & Management | |
| Availability for use | |  | |
| Units available from | |  | |
| Unit guided learning hours | |  | |