

Certificate in Educational Administration

Syllabus

Work-Based Learning

Aim: To apply theory to the workplace as well as considering areas for self-improvement and self-development.

School Efficiency

- Importance of efficiency
- Resistance to efficiency
- Improving efficiency

Reflecting in the Workplace

- SWOT analysis
- Report on efficiency in the school office

Personal and Professional Development

- Self-development
- Reflective log

Government Policies

Aim: To explore recent educational policies and their effect on schools and administration.

Current Policies and Practice

- Education Act (2002)
- DfES Five Year Strategy for Children and Learners
 - Early Years
 - Primary School

- Secondary School
- Further Education
- Higher Education
- National Agreement (2004)
- Remodelling

Leadership

- Different leadership trends
- Leadership and manager
- Skills held by leaders
- Reasons for leadership failure
- Factors affecting school leadership
- Role of school administrators and leadership
- Importance of leaders
- Leader as an actor

Change

- Change theories
- Educational planning and change
- Resistance to change
- Educational change perspective
- Reasons for changing
- Change leaders
- Understanding people
- Incorporating change
- Education and change

Work Management

Aim: To explore the practical aspects of working in an office and offer constructive solutions to common problems.

Time Management

- Time management
- The potential of time management
- Initial steps to improving time management
- Problems to overcome
- Further problems

Stress Management

- What is stress?
- Pressure and stress
- Symptoms of stress
- Personal support networks
- Stability Zones
- Work-related stress
- Potential indicators of workplace stress
- Stress risk assessment
- Preventing stress in the workplace
- Dealing with the symptoms of stress
- Overview

Dealing with Visitors

- Reasons for complaints
- How to deal with complaints
- Communication
- Dealing with an escalating situation
- Dealing with telephone complaints
- School policy

Education and the Law

Aim: To explore the rights of school stakeholders.

Employment Law

- Legal responsibilities of the school
- Contracts
- Avoiding employer/employee clashes
- The rights of employers
- Disciplinary and grievance procedures
- Constructive dismissal
- Data protection
- Discrimination
- Statutory sick pay
- Annual leave
- Maternity and parental leave
- Flexible working
- Part-time workers directive

Health and Safety

- School Health and Safety Policies
- Risk Assessments
- Health and Safety in the School Office
- Slips and Trips
- Health and Safety at your Desk
- Sick Building Syndrome
- Fire Safety
- Fire Risk Assessments
- Health and Safety of People with Special Needs
- Health and Safety of Contractors
- Is Health and Safety being taken too far?

Educational Rights

- Discrimination and diversity
- The Children's Act (1989)
- The responsibilities of different bodies within the education system
- Bullying
- Race Relation Act (1976)
- Sex Discrimination Act (1975)
- Disability Discrimination Act (1995)
- Special Educational Needs
- Parental Right of Choice

Office Administration

Aim: To examine three different aspects of school administration in detail, giving practical advice and exploring the issues involved.

Facilities Management

- The range of facilities in schools
- Developing facilities for new schools
- Financial planning
- Maintenance
- Suitability and safety of furniture
- Energy conservation
- Security
- Reactions to change
- Consequences of rejections of requests for change

ICT

- The consequences of new technology
- Efficiency and effectiveness
- Computer failures and IT support
- Upgrades

- The management of IT
- Data collection and security
- Further IT issues
- School website
- Tracking children
- Virtual learning environment
- Data protection
- Freedom of Information Act

Budgeting

- Budgeting
- Fair Funding
- Three Year Budgets
- Responsibility for the School Budget and Finances
- Setting the Annual Budget
- Forecasting
- Cash Flow
- Purchasing
- Suppliers
- Best Value
- Value for Money

Business Administration

Aim: To explore business theory and its relevance to schools in more detail.

Organisational Behaviour

- Introduction to organisational behaviour
- Individuals
- Groups

- Problems with groups
- Structure
- Bureaucracy
- Rationality

Educational Marketing

- Educational marketing
- The historical perspective
- Choice in education as a marketing option
- Marketing and the school
- Marketing your school – the four steps

Human Resource Management

- The history of HRM
- The importance of HRM in schools
- The recruitment and selection process
- Performance management
- Reward and motivation
- Trade Unions within education
- Employee relations
- Interpersonal Conflicts