

Professional Standards – Unit Holders

The following are *indicative* standards to apply to unit holders who have assumed specified leadership, pastoral, administrative or task-specific responsibilities as required by the job description attached to (or describing the responsibilities and tasks attached to) their unit(s). In respect of any classroom teaching duties, they will be assessed against the appropriate level of the *teacher* professional standards. In addition, they must meet the following standards, where they are applicable, in respect of their leadership responsibilities.

Dimension	Standards
Resource Management	<ul style="list-style-type: none"> ▪ understand the principle of Catholic social teaching on fairness and equity in relation to all financial and asset management ▪ provide adequate financial resources, within delegated management areas of authority, to support Catholic Special Character. ▪ effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for students.
Staff and Student Management	<ul style="list-style-type: none"> ▪ recognise and respect the sacred dignity of each person as made in the image of God ▪ have an awareness of the Catholic understanding of reconciliation. ▪ represent and communicate effectively, to a range of audiences, the goals and tasks of the department, faculty or area of responsibility ▪ participate in and where appropriate contribute to the school's performance management system ▪ provide effective advice and guidance to other members of the staff ▪ monitor teacher/student relationships and provide advice and support when required ▪ communicate effectively with students and staff
Professional Leadership	<ul style="list-style-type: none"> ▪ demonstrate understanding of the Catholic Special Character and the school charism ▪ support the Principal and DRS in nurturing the Catholic Special Character in the daily life of the school ▪ acts as a role model and provides leadership in, and articulates the Catholic Special Character to staff, children and parents ▪ undertake Professional Development in Catholic Special Character and spiritual leadership ▪ understand the aims of and display competence in the area of responsibility ▪ provide professional leadership to staff within the delegated area(s) of responsibility ▪ make constructive contributions, where applicable, to the management of the school ▪ demonstrate a high level of awareness of educational developments and changes, particularly in the area(s) of responsibility ▪ undertake appropriate professional development to enhance individual expertise in areas of management, administration and education ▪ identify and act on opportunities for improving teaching and learning ▪ ensure that procedures for making decisions in the area of responsibility are consistent with national guidelines and with the school's policies ▪ ensure that changing social and cultural factors affecting the school's community are reflected in the policies and programmes of the delegated area(s) of responsibility ▪ foster positive relationships between the school and all sectors of the community
Guidance Counsellors	<ul style="list-style-type: none"> ▪ demonstrate understanding of the Catholic Special Character and the school charism ▪ support the principal and DRS in nurturing the Catholic Special Character in the daily life of the school ▪ act as a role model and provides leadership in, and articulates the Catholic Special Character to staff, children and parents ▪ undertake Professional Development in Catholic Special Character and spiritual leadership ▪ in the case of guidance counsellors the appropriate standards are applied in the context of their student case work ▪ the Secretary for Education's PMS 5 notice (November 1997) will apply for reference.