5.4 Management & Administration including Managing the Organisation

Outline ONE example of how and where you have worked as part of a management team to manage and administrate a project or initiative in your school or other organisation.

I have displayed this competency in my role as T.Y. Coordinator. The role of T.Y. coordinator has evolved over the years as the programme has grown and developed. Over my ten years as coordinator the numbers doing T.Y. has grown from 34 students in 2010 to having over 90 students for the last couple of years. This was achieved by having a clear vision and plan which was communicated to staff. This was executed through clear objectives, teamwork, motivation along with assessing and evaluating progress.

Historically, there was always a perceived view that T.Y. was for high achievers. In my opinion, this did not reflect the ethos of an Edmund Rice school and I felt the inclusion of students with special educational needs should be supported within the programme. Some of the steps I took to make the programme more inclusive was to change the assessment of the year and introduce a wider range of subjects for the students.

To allow the programme to have a wider range of subject experiences the timetable had to be adapted. Working with the TY team of teachers we sought feedback from teachers on ideas for new subject programmes that could be added to the schools TY curriculum. This helped to get buy in from staff to adapting the programme and allowing teachers to create programmes in areas of their interest. Working with a principal we modified the timetable to include subject blocks that allow for short courses and subject sampling. At times it required been creative to come up with solutions to get the timetable to meet the needs of the programme and work with the resources available.

The introduction of new subjects resulted in leading a team of teachers who felt they were actively involved in the development of the TY curriculum. This enthusiasm from teachers had a positive effect on the teaching and learning for students. At the end of the school year I got feedback from students, parents, and teachers to help to keep improving the programme.