

## Liverpool John Moores University

Title: Leading and Managing in the Early Years  
Status: Definitive  
Code: **5503EYCOLC** (123579)  
Version Start Date: 01-08-2021

Owning School/Faculty: Education  
Teaching School/Faculty: City of Liverpool College

Team	Leader
Claire Hennessy	

**Academic Level:** FHEQ5      **Credit Value:** 20      **Total Delivered Hours:** 40  
**Total Learning Hours:** 200      **Private Study:** 160

### Delivery Options

Course typically offered: Semester 2

Component	Contact Hours
Lecture	10
Seminar	20
Workshop	10

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	AS1	Poster Presentation (5 - 7 minutes)	30	
Essay	AS2	Essay (2500 Words)	70	

### Aims

*To consider leadership and management theory and practice, and to develop practical skills in this field. To analyse organisational structures and communication systems within a variety of settings providing services for children and young people.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Evaluate the process of project management and decision making
- 2 Analyse alternative styles and approaches in effectively managing the workforce
- 3 Evaluate theories of motivation and performance enhancement

## Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Poster Presentation	1	2	3
Essay	1	2	3

## Outline Syllabus

*Methods, techniques and processes in relation to analysis and handling of information: Time and task management; management systems and techniques; Project management, action planning and the setting of realistic objectives and targets; leadership; teamwork and motivational techniques. Ofsted inspection, procedures, regulations, nature and purpose. Effective policy writing, and the importance of policies within an early years setting; Issues surrounding confidentiality and data protection; Motivation and performance management; links to the common Core. Appraisal, training and development; Recruitment and selection procedures and principles. Management to enhance and maintain quality services.*

## Learning Activities

Lectures will focus on theories of management and motivation. In addition workshops will present models of management use in the practice setting, and opportunities will be provided for reflection of personal management style and experiences of management. Students could offer personal experiences of OFSTED inspection and performance enhancement strategy. Group work will allow students the opportunity to share ideas and compare practice issues.

## Notes

This module is concerned with enhancing the student's ability to understand and evaluate processes and techniques for managing change within the setting. It will analyse management and leadership styles and examine the effectiveness of managing change. Motivation and performance management will also be explored.