Module Proforma

Approved, 2022.02

Summary Information

Module Code	5503EYSTH
Formal Module Title	Leading and Managing in the Early Years
Owning School	Education
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 5
Grading Schema	40

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Mia Smith	Yes	N/A

Module Team Member

Contact Name	Applies to all offerings	Offerings

Partner Module Team

Contact Name	Applies to all offerings	Offerings

Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

Partner Teaching Institution

Institution Name
St Helens College

Learning Methods

Learning Method Type	Hours
Lecture	10
Seminar	20
Workshop	10

Module Offering(s)

Offering Code	Location	Start Month	Duration
JAN-PAR	PAR	January	12 Weeks

Aims and Outcomes

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:

Code	Description
MLO1	Evaluate the process of project management and decision making
MLO2	Analyse alternative styles and approaches in effectively managing the workforce
MLO3	Evaluate theories of motivation and performance enhancement

Module Content

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.

Module Overview

Additional Information
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.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Presentation	Poster Presentation	30	0	MLO3, MLO1, MLO2
Essay	Essay	70	0	MLO3, MLO1, MLO2