

MANAGEMENT STYLES, RESPONSABILITIES AND BECOMING A LEADER

WELCOME TO THE FIRST EDITION OF THE UMNCDI 'LEARNING BYTE' SERIES

This newsletter was created to meet the needs of South African Early Childhood Development (ECD) professionals. The goal is to provide information, advice, and resources to those working in the early learning and teaching sector. The creators welcome user feedback and hope the newsletter helps to unlock quality teaching and learning for everyone.

Thank you for joining us!

The Umncedi Learning Byte Team

WHY IS IT CALLED A LEARNING BYTE?

Our aim for this series was to provide educators and managers with small portions of information throughout the year, 'bite-sized' bits of ECD related knowledge that will feed your education soul, but we needed to acknowledge the digital age, and so, "**Learning Bytes**" was coined!

WHERE DOES THE INFORMATION COME FROM?

Information is derived from numerous reputable sources. Throughout the series, you will see reference made to the SA Curriculum (NCF & NELDS), academic writing, policy, international research and other sources. If you would like any further information on any of the topics covered, please contact us.

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What is Education Management in ECD?

An effective manager's role is to **unite all stakeholders** in creating and achieving a **common goal:**
**QUALITY TEACHING AND
LEARNING FOR ALL**





MANAGEMENT STYLES

Democratic Management

Decision-Making: All role players (sometimes including children) are involved in the decision-making process with those in charge.

Emphasis: Focuses on teamwork, two-way communication, sound human relations, and the delegation of responsibilities.

Laissez-Faire Management

Meaning: "To just let people do what they want."

Involvement: The manager is uninvolved and provides no guidance.

Impact: Can lead to a lack of motivation among staff.



Autocratic Management

Decision-Making: The manager makes all decisions without input from stakeholders.

Teamwork: Does not encourage collaboration or teamwork.

Relationships: Does not prioritise healthy relationships among colleagues.

WHO IS A MANAGER?

ECD Director. ✓ Principal. ✓ Head of Department. ✓ Educator ✓



CHARACTERISTICS OF AN EFFECTIVE MANAGER

Kind and
empathetic

Communicator

Flexible

Problem-solver

Patient

Passionate

Organised

Decision Maker

LEARNING BYTE

MANAGEMENT & LEADERSHIP 1

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It is important to remember that no one style of management works all the time for everyone. All management styles have advantages and disadvantages, and all may be used, and is referred to as **'situational leadership'** – this involves a manager adapting their styles according to a situation.

One example of this may be:

Thandiwe, the ECD Centre Director, holds a meeting before school – she invites all of the staff to offer ideas for a messaging system with families. Multiple suggestions are made, and the staff vote to use WhatsApp as the primary tool (this is democratic leadership).

Without further consultation, Thandiwe then nominates one representative to act as administrator of the WhatsApp channels, and sets out the guidelines of use (autocratic). She then sends a notice home inviting all guardians to join the group. Once the groups have been established, Thandiwe then leaves the groups and lets the staff and families run, monitor, and oversee the groups (laissez-faire).

MANAGER RESPONSIBILITIES

PLAN; ORGANISE; LEAD and CONTROL.



Planning involves considering all situational aspects, including available resources, desired goals, and the school's ethos



Organising is the action phase of planning, where managers are responsible for coordinating people, resources, processes, and deadlines.



Leadership is integral to management, with effective leaders being influential, communicative, time-conscious, personable, visionary, driven achievers, tenacious, team-oriented, & performance-driven.



For a leader, "control" isn't about micromanaging, but rather about using various ways to measure quality. This includes assessment, taking corrective actions, and implementing disciplinary measures.

LEADERSHIP IS:
knowing the
way, showing
the way, and
going the way.

MANAGEMENT RESPONSIBILITIES

- general duties
- enrolment
- curriculum supervision
- oversee equipment and resources
- finances
- staff relationships
- family involvement and education
- health and safety
- maintain good community relations



BECOMING A LEADER IN THE CLASSROOM

Being a leader teacher blends effective teaching with thoughtful leadership to foster a more connected school community. Leader teachers typically:

- Lead by Example
- Support Others
- Act as Team Players and Collaborators:
- Think Big Picture
- Prioritise Continuous Learning
- Serve as a Voice for Change

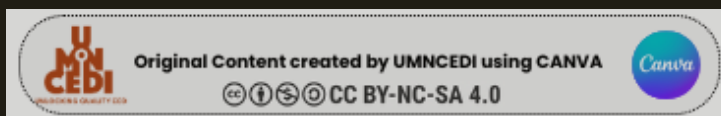
In essence, a leader teacher elevates others while remaining rooted in the daily realities of teaching.

USEFUL RESOURCES & FURTHER READING

- [UMNCEDI Accident Report Form \[2025\]](#)
- [UMNCEDI Application Form \[2025\]](#)
- [UMNCEDI Behaviour Log \[2025\]](#)
- [UMNCEDI Development Assessment Record \[2025\]](#)
- [UMNCEDI ELDA Assessment Template \[2025\]](#)
- [UMNCEDI Emergency Contact Form \[2025\]](#)
- [UMNCEDI Individualised Care Plan \[2025\]](#)
- [UMNCEDI Lesson Plan Template \[2025\]](#)
- [UMNCEDI Medical Info Form \[2025\]](#)
- [UMNCEDI Parent Consent Form \[2025\]](#)
- [UMNCEDI Parent Handbook \[2025\]](#)
- [UMNCEDI Parent Newsletter Template \[2025\]](#)
- [UMNCEDI Parent Teacher Conference Form \[2025\]](#)
- [UMNCEDI POPIA Compliance \[2025\]](#)
- [UMNCEDI Weekly Attendance Register \[2025\]](#)



- For more information regarding record keeping in a preschool:
<https://cheqdin.com/tips-for-daycare-record-keeping>
- <https://www.teachearlyyears.com/a-unique-child/view/safeguarding-record-keeping-confidentiality>
- For more information regarding registration of an ECD Centre:
- <https://cecd.org.za/programmes/ecd-centre-registration/>



Thank you for joining us for this, our first edition of the Learning Bytes Series.

On this, the final page, each issue will have a list of useful resources relevant to the theme. These resources are developed 'in-house' and are accessible by clicking on the name of the resource. This will take you directly to the document. However, please feel free to also visit our Learning Bytes Resources section on our website.

And finally, here you can also find a Google Form which invites you to give us your thoughts on this Learning Byte, and also let us know what you would like to see in this space in the future!

Yours in ECD.
Umncedi.

FEEDBACK

- [Google Form for feedback and suggestions](#)

