

LEARNING BYTE

MANAGEMENT & LEADERSHIP 2

MANAGING STAFF, VOLUNTEERS AND YOUR CLASSROOM

WELCOME BACK!

Welcome to our second edition of the Learning Bytes series. In our last edition, we introduced you to the newsletter and also covered topics regarding becoming an ECD Leader and Manager (link to previous issue [here](#)).

This our second full edition, and also our second installment under the topic of Leadership and Management. As always, on the final page, you'll find all of our contact details, links to supporting resources and further reading, as well as our Feedback Form link.

Thank you for joining us!

The Umnacedi Learning Byte Team

IN THIS ISSUE

MANAGING STAFF

BECOMING AN ECD ADVOCATE

MANAGING VOLUNTEERS

MANAGING YOUR CLASSROOM

MANAGING STAFF

Becoming a leader of an Early Childhood Development (ECD) Centre brings unexpected responsibilities, including a new "Human Resources Director" role encompassing staff recruitment, hiring, and evaluation. Recognising that this can be overwhelming, this resource offers "byte-sized" tips and lists to simplify and demystify these tasks, providing support for ECD leaders (though it is not a comprehensive guide).

It is the manager's responsibility to ensure that the ECD Centre is a desirable place to work, and that includes ensuring a **positive working environment** for her staff; managing the registrations and accreditation process; establishing a supportive and stable working environment; and maintaining the school reputation in the community.

The recruiting and hiring process



Click [here](#) for a collection of documents needed for hiring new staff, and the step by step guide to the recruitment process

MANAGING STAFF

An ECD Manager may look for something like this in her staff:



PERSONAL ATTRIBUTES:

- enjoys working with children
- is nurturing
- accepts and celebrates diversity
- skilful communicator
- good role model, for children, and her community
- patient
- encourages independence
- energetic
- life long learner
- supports play based learning
- works well with others

PROFESSIONAL SKILLS:

- Creates an independent and active learning environment
- Creates developmentally appropriate and holistic learning experiences
- Listens and communicates
- Creates an environment that celebrates multiculturalism
- Uses appropriate assessment tools

A RECIPE FOR SUCCESS



BECOMING AN ECD ADVOCATE

To effectively advocate for an ECD centre in South Africa and ensure quality care, it's crucial to:



- Understand your centre's specific needs (e.g., infrastructure, staffing, resources).



- Build strong relationships with key stakeholders like local officials, community leaders, and parents.



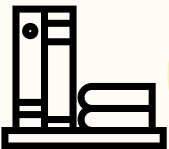
- Familiarise yourself with ECD policies and regulations to advocate for supportive changes.



- Communicate your centre's positive impact using data and success stories.



- Engage the community (parents, caregivers) in advocacy efforts.



- Actively advocate for necessary resources like funding, professional development, and materials.



- Document and share your successes to demonstrate value.



- Be persistent and resilient, as advocacy is an ongoing process.

By following these steps, ECD centres can secure the support and resources needed to provide high-quality education and care for young children.



MANAGING VOLUNTEERS

ECD managers often work in under-resourced contexts, and this can sometimes feel very isolating. Enlisting the help of the broader community and also accepting help from local organisations and charities can sometimes be hard for a manager. Inviting others into your setting can make you feel vulnerable and may open your centre up to criticism (or at least that's how it can feel!). However, creating strong and supportive networks in an ECD has multiple benefits, for you, your staff, and your children – so knowing how to manage outside help is critical. Click [here](#) for some ways in which you can ask volunteers to help in your centre and for a list of your responsibilities when hosting volunteers.

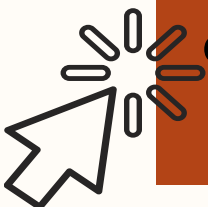


MANAGING YOUR CLASSROOM

Some simple tips for creating a safe and conducive learning environment:

- Thorough planning
- Preparing appropriate and varied activities
- Minimal disruptions
- Established routines
- Calm and efficient problem-solving
- Differentiated instructions
- Respect
- Consistency
- Get to know your learners and allow them to get to know you
- Establish a relationship of trust
- Learn your learner's names as well as the correct pronunciation
- Use language and humour in appropriate ways, acknowledging cultural differences
- Build a sense of community by encouraging sharing cooperation and collaboration

Click here for a comprehensive list of effective classroom management strategies for ECD educators and managers



Thank you for joining us. As always, this page contains links to useful websites, links to supporting documents, and further reading.

Also, follow us on Facebook so you can be the first to know when we upload new content. Let us know what you think through the form below.

Yours in ECD

The Umncedi Learning Byte Team

RESOURCES

- [Staff Recruitment Step-by-Step Guide](#)
- [Employee Application Form](#)
- [Employment Candidate Interview Template](#)
- [Employment Contract Template](#)
- [Volunteering Guidelines](#)
- [Effective Classroom Management Strategies](#)



ECD Qualification Training Providers:

Click on your province below to find a list of Training Organisations which offer Occupational Certificate: Early Childhood Development Practitioner [NQF Level 4]

[GAUTENG](#)

[FREE STATE](#)

[WESTERN CAPE](#)

[NORTHERN CAPE](#)

[NORTH WEST](#)

[LIMPOPO](#)

[EASTERN CAPE](#)

[MPUMALANGA](#)

[KWAZULU-NATAL](#)



FEEDBACK

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