

Leadership and Management

Delegation



Effective Early Years Leaders do not try to do everything themselves; they delegate and give responsibility to others under their guidance to instil confidence and involve their staff. Staff that feel appreciated, involved, and trusted have better work performance, job satisfaction and happiness surrounding their job roles.

TASK 1

With a colleague, discuss the benefits of delegating and why you think it is such an important part of your leadership role.

Reflect on the following points – do you see the advantages?

- To allow more time to concentrate on higher priority work tasks.
- To develop other people's skills
- To help people learn from the experience.
- To motivate people by making them feel valued.
- To help develop your own working relationship with team and individual staff members.
- To learn more about specific knowledge and skills set of individual staff.
- To ensure an even spread of workload and responsibility across all staff.
- To protect yourself and the setting, knowing that everything in the setting will run smoothly in your absence.

“Benefits of delegation include saving time and it helps achieve more within a short, stipulated time. Delegating responsibilities to team members helps utilise their capabilities and strengths. It goes a long way to help increase the value of the leader...delegation promotes empowerment that is an effective management and leadership tool, allowing a team or individual the freedom and creativity to achieve the strategic goals outlined by management in a nursery setting.”

[Delegation: The Impact of Delegation and its Benefits - LSME](#)

TASK 2

Below are 4 steps to effective delegation:

- Know **who** is on your team – what you can ask of them and what skills/experience you can utilise. Is there someone that could achieve the task better than you?
- Clearly define **what** is it that you are delegating and **how** you anticipate it being achieved - remember the impact of giving practitioners autonomy.
- Tell them **why** the task is being delegated and why it is important (is it for their professional development, to meet the needs of a child or the setting etc.)
- **Reward** your team and for achieving tasks and supporting leadership.

Discuss with a colleague what the 4 steps above mean to you. Once you have done this, click on the link and compare your answers: [4 Steps to Effective Delegating - The Child Care Success Company](#)

Below is a list of important actions for you to consider when you delegate:

- Establish reasonable goals.
- Choose the right person (with the skills & time) giving them as much autonomy as possible.
- Offer definite instructions to those whom you are delegating.
- Keep yourself accessible when required.
- Share your thinking and goals, so they have background information.
- Ensure they understand what is expected of them and how the results will be evaluated.
- Let them know you will check progress.
- Assign realistic dates for completion.

TASK 3

Make a list of all the key roles you have/need in your setting e.g. SENCO, DSL, wellbeing champion, behaviour management etc. With these roles in mind, think about how you can delegate effectively. Begin by asking yourself the following questions:

- What are the priorities in my setting?
- What do my staffs appraisals and supervisions tell me about their interests/passion and capabilities? Have they expressed an interest in a certain subject/area?
- Who could I give the job/responsibility/task to and why?
- What training is required and who else should I be training to do it?

“A leader should be an inspiring role model that includes their staff team and delegates tasks and activities appropriately to ensure everyone feels involved and empowered”.

(blossomeducational.com)

Useful links:

[Importance of Leadership in Early Years Management \(blossomeducational.com\)](https://www.blossomeducational.com/important-leadership-early-years-management/)

[Building Staff Motivation In The Early Years - Early Years Careers](https://www.blossomeducational.com/building-staff-motivation-early-years-careers/)

[What Makes a Good Early Years Leader? - Fennies](https://www.fennies.co.uk/what-makes-a-good-early-years-leader/)