

# Leadership and Management

## Difference between leadership and management



One thing that people regularly get confused about is the difference between management and leadership in early years. Although they may sound the same, leaders and managers often possess very different skills and characteristics.

Leadership and management are often thought to have overlapping roles. Although this is true in some situations, these two terms can have very different meanings and they shouldn't be used interchangeably.

**Manager:** leading on the operational, day-to-day running of your setting. Responsible for strategic planning and effective communication, as well as addressing concerns and issues as they arise.

**Leader:** Responsible for inspiring, motivating and empowering the staff team. Leading the direction of the setting, establishing a clear vision, and ensuring that it is achieved.

Within the early years sector, it is advantageous to have both strong leaders and managers – in many cases this is one person! - Settings need great leaders to steer them in the right direction to achieve its missions and goals.

## TASK 1

Below is a list of statements - some describe 'management' behaviour and some describe 'leadership' behaviour. Write each statement on a post-it note and sort them into either the role of a manager or the role of the leader. Discuss your reasons with a colleague. The aim of this activity is to be able to identify the difference between managers and leaders.

- Scheduling work
- Sharing a vision
- Plan and prioritise steps to task achievement.
- Plan and prioritise steps to task achievement.
- Explain goals, plans and roles.
- Provide feedback on performance.
- Motivating staff
- Provide a focus.
- Create a 'culture'
- Inspiring people
- Delegating tasks
- Ensuring predictability

- Co-ordinate effort
- Co-ordinate resources
- Give orders and instructions.
- Take risks.
- Guide progress
- Evaluate progress.
- Unleashing potential
- Check task completion.
- Create a positive team feeling.
- Monitor feelings and morale.
- Look over the 'horizon'
- Appeal to people's emotions
- Follow systems and procedures.
- Provide development opportunities.
- Ensure effective induction.
- Monitor progress.

- Unleashing potential
- Be a good role model.
- Appeal to rationale thinking.
- Build teams.
- Monitor budgets, tasks etc.

So, where does a manager's role and a leaders role overlap in the early years sector?

## **TASK 2**

Reflect on how you perceive your own role and answer the following questions:

- Are you a leader who sets goals and inspires your team to achieve them?
- Are you a manager whose primary role is to oversee the operational management of your staff team and the provisions?
- Are you both a leader and a manager?
- Do you find yourself being more of a leader then a manager or vice versa?

In our roles as early years leaders, we often wear both hats, managing the day to day running of the setting and leading our teams towards our wider goals and vision. The roles of leader and manager can be very separate, but in a sector like early years both roles are often greatly blended and getting the balance right is a skill in itself!