



Early Years and Childcare

Leadership & Management Training Spring 2024



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Provider Portal

Are you ready for your early years Ofsted inspection?

The aim of this training is to develop an understanding of an Early Years Ofsted Inspection.

Training Objectives:

- To consider the role of Leaders and Managers during Ofsted inspections.
- Unpick the focus of methodology used and judgements made by Ofsted inspectors on site.
- To develop confidence in meeting the challenges presented during inspection.

Target audiences and cost

Childminders
Early Years Setting Managers

£15 per person

Training provider

Early Years & Childcare

Session 1 will include:

- Identify key similarities and changes to inspection criteria.
- The inspection process: what you should expect
- The learning walk
- Joint observations focusing on the 3 I's –Intent, Implementation and Impact, with a gap task.

Session 2 will include:

- Observations – review of gap activity
- Cultural capital
- Staff well-being
- The evaluation schedule – judgements
- Manager's/Childminders interview
- After the inspection

Spring 2024

Code	Venue	Date	Time
M186	Online	Thursday 18 January & 2 February	3pm-5.15pm



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Early Years Funding & Portal Sessions

The Early Years Finance Team are offering fully funded online sessions to support providers to claim funding and use the Provider Portal. Sessions are suitable for those new to claiming or anyone that needs an update.

Provider Portal Overview – Funding Module

A 2-hour group session to explain early education and demonstrate the funding module. The aim of this session is to offer a 'how to guide' to claiming early education.

- Documentation and use of calculators
- Eligibility checks
- Extended offer
- Submit estimates
- Submit actuals

Provider Portal Bitesize Overview (Staff, Course, Forms, Sufficiency and Funding)

A 90-minute group session demonstrating each module. The aim of this session is to offer a 'how to guide' to use each module.

- Updating your staff records
- Book courses and events
- Submit electronic forms
- Submit your place numbers and vacancies
- Submit funding claims

NB: For those new to claiming early education, it is recommended that the 2-hour overview is booked too.

Call Back Request - Early Years Grants and Early Education & SEN Funding

Need help to complete an application, or know what funding is available to you?
Request a call back, so that we can arrange either a call or Teams meeting.

Bespoke Training

An opportunity to book a bespoke training session for your team who need support to claim early years funding, such as Early Education, SEND, Disability Access Fund and EY Pupil Premium or have several queries concerning a claim.

Please email the finance team to book at earlyyearsfinance@norfolk.gov.uk



Spring 2024

Code	Course	Date	Time
M165	Provider Portal Overview – Funding	Tues 16 Jan	10am-12pm
M166	Provider Portal Overview – Funding	Tues 16 Jan	6.30pm-8.30pm
M167	Provider Portal Bitesize Overview – Staff, Course, Forms, Sufficiency & Funding	Tues 16 Jan	2pm-3.30pm
M168	CALL BACK REQUEST Early Years Grant, Early Education & SEN Funding	Mon 15 Jan	Appointments will be offered between 10am and 7.30pm



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Leaders, Managers & Childminders Termly Briefings

We host online briefing sessions each term covering early years national and local updates. The format also includes a questions and answers section; all questions must be submitted beforehand.

If you are successful in gaining a place on a session you will be sent a confirmation email. At that point you can submit any questions by emailing earlyyearschildcare@norfolk.gov.uk

Target audiences and cost

Childminders
Early Years Setting Leaders & Managers

£0 Fully funded

Training provider

Early Years & Childcare

Questions must be submitted 48 hours before the start time of your allocated session. Please only submit questions if you have been allocated a place.

Spring 2024

Code	Venue	Date	Time
M140	Online	Tuesday 5 March	10am-11.30am
M141	Online	Tuesday 5 March	2pm-3.30pm
M142	Online	Wednesday 6 March	7pm-8.30pm





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Leading Inclusively

The challenges for leaders and managers of early years settings have increased significantly and continue to grow with the introduction of new initiatives and demands in the sector and the workplace.

The manager of an early years setting must 'manage', direct and control resources and people, as well as 'lead', set a vision for the organisation and develop the people within it to move (and want to move!) forward.

It is important to differentiate but also complement...

We need to distinguish the difference between leadership and management, both of which are considered necessary. Leadership and management are often used interchangeably, but they are two distinctive and complementary processes.

In this 3-day programme we will be looking at the role of Early Years Managers as both managers and leaders. The three days are spread out allowing for attendees to reflect on their own roles and responsibilities and to carry out work-based tasks relevant to the discussions and learning in sessions. There will also be the opportunity to access individual mentoring support between the sessions.

Day 1 – Understanding the framework for role as manager and leader.

- Setting expectations and goals for programme and session.
- Defining individual's role and expectations within the organisation.
- Leadership and management – defining and understanding importance of both within the role of manager.
- Ofsted expectations in achieving outstanding leadership in early years.
- Understanding the importance of team and dynamics.
- Understanding the role as manager/leader within the team.

Interim task and line manager briefing sheet.

Day 2 – Focussing on individual's role of leader and manager.

- Setting expectations and goals for session.
- Understanding your own leadership style and how to use effectively in managing the team.

Target audiences and cost

Early Years Setting Leaders & Managers

£50 per person

Training provider

We Can Do Business



- Characteristics of a high performing team.
- Understanding team dynamics and manager role within it (e.g., 5 stages of team formation).
- The manager and leader as coach and mentor (using GROW model).
- Managing team and resources.
- Understanding role of manager in developing and growing the business.

Interim task and line manager briefing sheet.

Day 3 – Developing skills and knowledge as leader and manager.

- Setting expectations and goals for session.
- Developing, supporting, motivating and encouraging through effective role modelling.
- Managing difficult conversations in the workplace.
- Understanding the importance of vision and strategy for the organisation, team and individuals.
- Importance of self-evaluation and of others.
- Action planning and next steps.

Refreshments will be provided but you need to take your own lunch.

Spring 2024			
Code	Venue	Date	Time
M169	John Innes Centre, Norwich	Wednesday 28 February, 27 March & 17 April	9.30am-3.30pm



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Roles & Responsibilities of the Early Years Committee

This two-part course will look at the roles and responsibilities of the early years committee, including clarification of different individual roles within the committee. It is strongly recommended that all new committee members attend.

It is anticipated that course participants will bring copies of their own Governance documents to the session, i.e. Constitution, Memorandum of Articles etc.

By the end of the training, committee members will be able to:

- Highlight the characteristics of an effective committee.
- Understand the key roles and responsibilities of the early years committee.
- Be familiar with the Governance requirements of their own setting.
- Understand the statutory Ofsted requirements.
- Understand the implications of charitable status, including the role of trustees.
- Understand the committee's responsibility in ensuring that the setting meets key requirements of the Early Years Foundation Stage Welfare Requirements.
- Begin to understand the committee's role in monitoring childcare provision, especially safeguarding.

Target audiences and cost

Early Years Setting Committee Members

£15 per person

Training provider

Early Years & Childcare

Spring 2024

Code	Venue	Date	Time
M123	Online	Wednesday 28 February & 27 March	7pm-8pm

